Using Distributed Administration

Document Issue: 2.1

Hewitt

Document Issue Status:	Second Release
Document Issue Level:	2.1
Document Issue Date:	July 2004
Software Version:	5.1

eCYBORG®
A Hewitt Solution

Hewitt Associates LLC, Suite 1700, 120 South Riverside Plaza, Chicago, Illinois 60606-3911

Contents

PART 1

Introduction

In This Section

CHAPTER 1

About This Manual

Welcome

This manual is intended to be used to introduce, as well as implement Distributed Administration. Distributed Administration is used in conjunction with The Solution Series. It provides a mechanism for ensuring accurate collection and maintenance of expansive employee data.

This manual has been designed as a reference document. It is also used in classroom training. You will find sufficient detail for self-study, before and after classroom training.

Who should use this manual?

This manual is designed to be used by a number of different users. The following users will find it most useful:

- System administrators
  This type of user is involved in the technical tasks required to support the ongoing usage of The Solution Series. These technical tasks include setting up test and production environments and applying code changes.

- Implementation project leaders
  Because the success of Distributed Administration relies on thorough planning, as well as the careful rollout on the different network nodes, implementation project leaders should pay special attention to Planning for Distributed Administration on your Network.

Prerequisite skills

Users of this manual should possess a variety of technical skills, depending on the roles they will play. At a minimum, all users should have:

- Thorough understanding of the control language for your environment
- Familiarity with jobstreams
- Understanding of system backup and recovery
- Authority to compile and link production programs

Additional documentation and training courses

The following documentation and training courses are available to help you understand Distributed Administration and The Solution Series.

Documentation

Document	Description
Technical Administration	Provides descriptions of and detailed instructions for performing the technical tasks that support The Solution Series from the moment installation is complete, through implementation, and through ongoing production administration.

If you do not have a copy of this document, you can obtain one from the Customer Center on our website www.hewitt.com/ecyborg.

Training Courses

Related Course	Description
Technical Administration	Important concepts and tasks are introduced for the technical user performing the technical tasks that support The Solution Series, as well as the technical user performing payroll operations.

If you wish to attend any of these courses, contact Customer Support or visit our website www.hewitt.com/ecyborg for details of course dates and availability.

How this manual is organized

This manual has been organized to make it as easy to use as possible. The chapters are grouped accordingly into the following parts:

Part	Chapters	Description
1. Introduction	1–2	Provides an overview of the manual and of Distributed Administration.
2. Setup and Usage	3-5	Discusses related concepts and provides detailed instructions for Distributed Administration procedures.
3. Appendices	A-D	Provides descriptions of all Distributed Administration reports, a program quick reference, and the answers to the questions posed at the beginning of each chapter.

Following are descriptions of the chapters within the parts:

Part 1: Introduction

The chapters in Part 1 describe this manual and provide an overview of Distributed Administration:

Read this chapter		To learn about
1	About This Manual	How the manual is organized Where to find what you are looking for Who should use the manual Where to get help
2	Overview of Using Distributed Administration	Data replication and distribution Components of Distributed Administration Benefits of Distributed Administration Peer-to-peer, hierarchical, and server data distribution topologies

Part 2: Setup and Usage

The chapters in Part 2 describe how to plan for, configure, and maintain Distributed Administration:

Read this chapter		To learn about
3	Planning for Distributed Administration on your Network	Administration tasks Data ownership Naming conventions Security considerations
4	Configuring a Distributed Location (DL)	Distribution rules Dual roles of the DL DL data security
5	Performing Distributed Administration Operations	Distributed Administration batch operations (distribution, reception, application, and recovery) Distributed Administration file maintenance Distributed Administration diagnostic reports

Part 3: Appendices

The appendices in Part 3 contain quick reference information and practice and review answers:

Use this appendix		To learn about
A	Report Quick Reference	Distributed Administration reports and their business uses.
B	Program Quick Reference	Programs introduced in Using Distributed Administration

Use this appendix		To learn about
C	Practice and Review Answers	Answers to the Using Distributed Administration practice exercises
D	Messages and Troubleshooting	This section covers some error messages that may occur and potential solutions

How to use this manual

This manual has been designed as a reference manual as well as a training manual. It has been written to facilitate self-study before and after classroom training.

Table of contents

This manual has been carefully designed for ease of use. All our manuals are written to be task oriented to help you complete your business tasks using our software.

The table of contents lists all the tasks and their respective chapters.

Glossary of terms

A Glossary of Terms section is provided to explain terms used in the documentation.

Index

An index is provided to help you locate specific information.

This document was designed to reduce your need for an index. You should find the table of contents sufficient.

Introductory chapters

It is important that you read the introductory chapters first. Chapter 1 will help you get the most out of the information we have provided. Chapter 2 provides a high-level overview. Read it to get the big picture before reading the detailed instructional chapters.

Instructional chapters

All chapters, other than the introductory chapters, are instructional chapters. They contain detailed instructions on how to complete the business tasks. Each instructional chapter has the following distinct sections:

Key concepts

Always read the conceptual information first. This will help you understand why you have to perform certain tasks. It will also help you make decisions about your options and help you understand the importance of performing certain tasks. Exercises to help you apply the concept to a business task are included at the end of most concepts.

Apply the Concept

To be certain that you have understood the key concepts in a chapter, complete the Apply the Concept exercises provided. The answers to these exercises can be found in the appendixes.

Detailed Directions

Detailed Directions provide the specific steps to complete a task. The Detailed Directions contain navigation for both North American and UK users.

A supplemental training data document accompanies this manual, which provides examples of data that you can use with the Detailed Directions. Using the data provided in this document to complete the tasks will help to give you a better understanding of the task you are performing.

To successfully complete a task using this data, you may have to complete the previous tasks in the manual using the data provided. The training data document uses the test data installed with our software, and for the exercises to work as shown, this test data must not be altered.

Note: *To complete the Detailed Directions using the example data in the training data document, you must either have your own copy of the test data or have the test data restored for you.*

Extended Practice

To be certain that you have understood the tasks in a chapter, complete the Extended Practice provided. The Extended Practice gives you the opportunity to complete one or more tasks without step-by-step guidance. The answers to these exercises can be found in the appendixes.

Note: *To be able to complete the Extended Practice exercises in the manual, you must have completed all the previous exercises. You must also use the test data delivered with the software. This test data must not be altered.*

Review of Questions Answered

To be certain that you have understood all of the information in a chapter, complete the Review of Questions Answered at the end of a chapter. The answers to these questions can be found in the appendixes.

Conventions used in this manual

The underlying page layout and design of this manual are meant to be as intuitive as possible for you. Our intent is to make it easy for you to navigate through the manual and concentrate on learning and doing.

Cross-references

Wherever appropriate, we provide cross-references to help you find additional information or further discussion of a specific topic.

☞ *Refer to a cross-reference to find more detail or more discussion on a given topic.*

Notes

Whenever there is important information you should be aware of, we provide a note.

Note: *You will find tips or quick techniques covered in notes.*

How to get additional help

If you cannot find the answers to your questions in this manual, contact Customer Support, who will be able to answer specific questions and give you general advice on training.

Please visit our web site http://www.hewitt.com for the latest schedule of available courses and course descriptions.

Suggestions and feedback

We value your feedback on our performance support materials. Please forward any comments on this manual to Customer Support.

CHAPTER 2

Overview of Using Distributed Administration

In This Chapter

Introduction

This section provides descriptions of Distributed Administration and its relevant components, but does not tell you how to accomplish related tasks. Because it introduces many important concepts, you should review this section before continuing on to the procedural sections. The procedural sections related to Distributed Administration are as follows:

- ***Planning for Distributed Administration on your Network*** (on page 25)
  This section addresses the most important phase of any system implementation—planning. Issues such as administration tasks, node naming conventions, and planning for future growth are addressed here.

- ***Configuring a Distributed Location (DL*** (see "Configuring a Distributed Location" on page 39))
  This section walks you through the initial setup and general maintenance of the Distributed Location (DL) on your network.

- ***Performing Distributed Administration Operations*** (on page 55)
  This section offers a detailed description of Distributed Administration operations such as obtaining authorized updates, applying updates locally, and using diagnostic reports to troubleshoot problems.

Prerequisites

- At the minimum, The Solution Series must be installed on all Distributed Locations (DL).
- Use your preferred communications software to transfer updates between Distributed Locations.
- Ensure that your software can support the transfer of variable length records and can handle ASCII to EBCDIC conversion if necessary.

Note: *Distributed Administration functions on both relational and non-relational platforms.*

Questions answered

The following questions are answered in this section:

1. What are the major functions or tasks performed by Distributed Administration?
2. What kinds of topologies are supported by Distributed Administration?
3. Which delivered programs are used to implement Distributed Administration?
4. What is the difference between replication and distribution?
5. What kinds of The Solution Series data can be shared via Distributed Administration?

The purpose of Distributed Administration

The ability to manage employee-related information and comply with more complex and demanding governmental personnel and payroll regulations has become a great challenge for organizations. Controlling information and minimizing exposure to regulatory compliance issues requires that an expansive volume of employee data be accurately collected, maintained, analyzed, audited, reported, and made available for use in a timely, cost-effective manner.

Distributed Administration answers an organization's enterprise-wide information sharing needs.

Benefits of Distributed Administration

Distributed Administration can address your data handling and sharing challenges by providing the following benefits:

- Consolidation
  You can consolidate processing centers, bringing outsourced payroll processing back in-house without incurring additional staffing costs.
- Staffing-level reviews
  You can review staffing levels at any/all locations.
- Corporate and division access
  You can immediately access Corporate- and Division-level information rather than rely on manual compilation of business unit information.
- Real-time Payroll expenditures
  You can access current payroll expenditures, rather than wait until monthly reports are run.
- Easy monitoring of regulated areas
  You can easily access your complete, current information to monitor regulated areas.

Distributed Administration—what it does

Distributed Administration provides a means of capturing data created and revised at remote locations and sharing those changes dynamically with other sites. This allows multiple sites to simultaneously run The Solution Series while dynamically updating remote data and receiving updates to their local data.

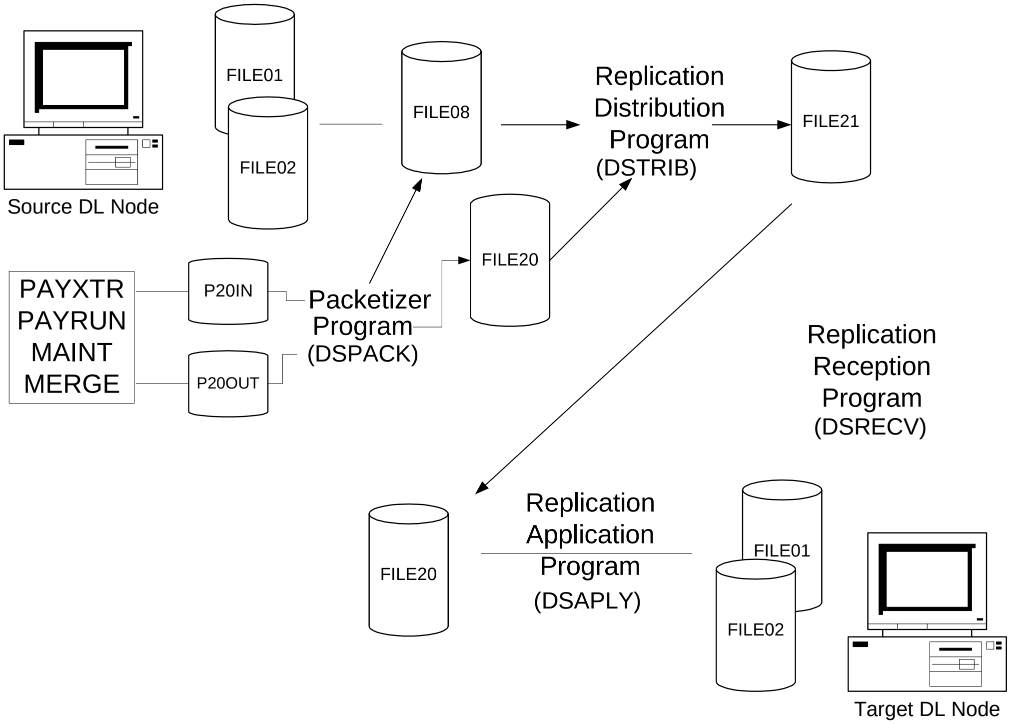
Unlike other distribution processes, Distributed Administration does not require master/slave relationships. This process supports peer-to-peer, hierarchical, and specialized server topologies where bi-directional replication is based on customer-defined data sharing decisions.

Distributed Administration employs a 'store and forward' data sharing technique, where human resources and payroll changes are collected real-time and placed in a holding file. Data can be filtered from the holding file and distributed on a daily or more frequent basis.

What occurs when Distributed Administration is active

When configured to use Distributed Administration files, the source DL automatically logs all local data additions, revisions, and deletions into its Data Replication File (FILE08). This process is performed automatically by The Solution Series core programs.

Only those data changes a target node is allowed to share (per the source DL's configured distribution rules) are distributed from the source node's Replication Holding File (FILE08) to the Replication Packet File (FILE21) when the Replication Reception Program (DSTRIB) is invoked. This only occurs if the node is set up to share its data updates, and then only when the Replication Reception Program is run.



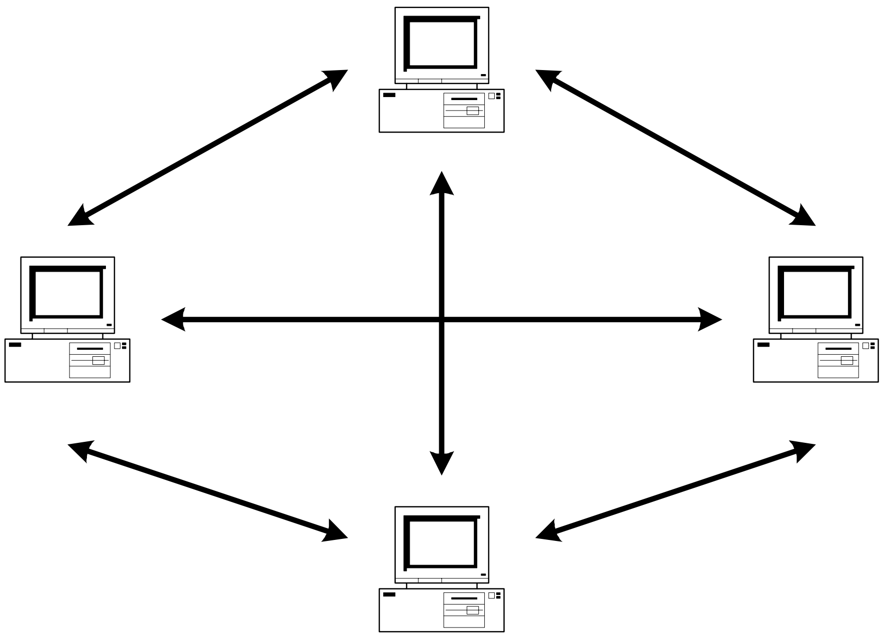
Each target (remote) DL must invoke the Replication Reception Program (DSRECV) to obtain data left for it in a source DL's Replication Packet File (FILE21), then run the Replication Application Program to convert the data appropriately and apply the updates (FILE20) to its local System Control Repository (FILE01) and Employee Database (FILE02).

Topologies

There are several topologies that are supported by Distributed Administration. The most common scenarios are the peer-to-peer, hierarchical, and specialized server topologies. Consider the following examples when designing the optimum data distribution on your network.

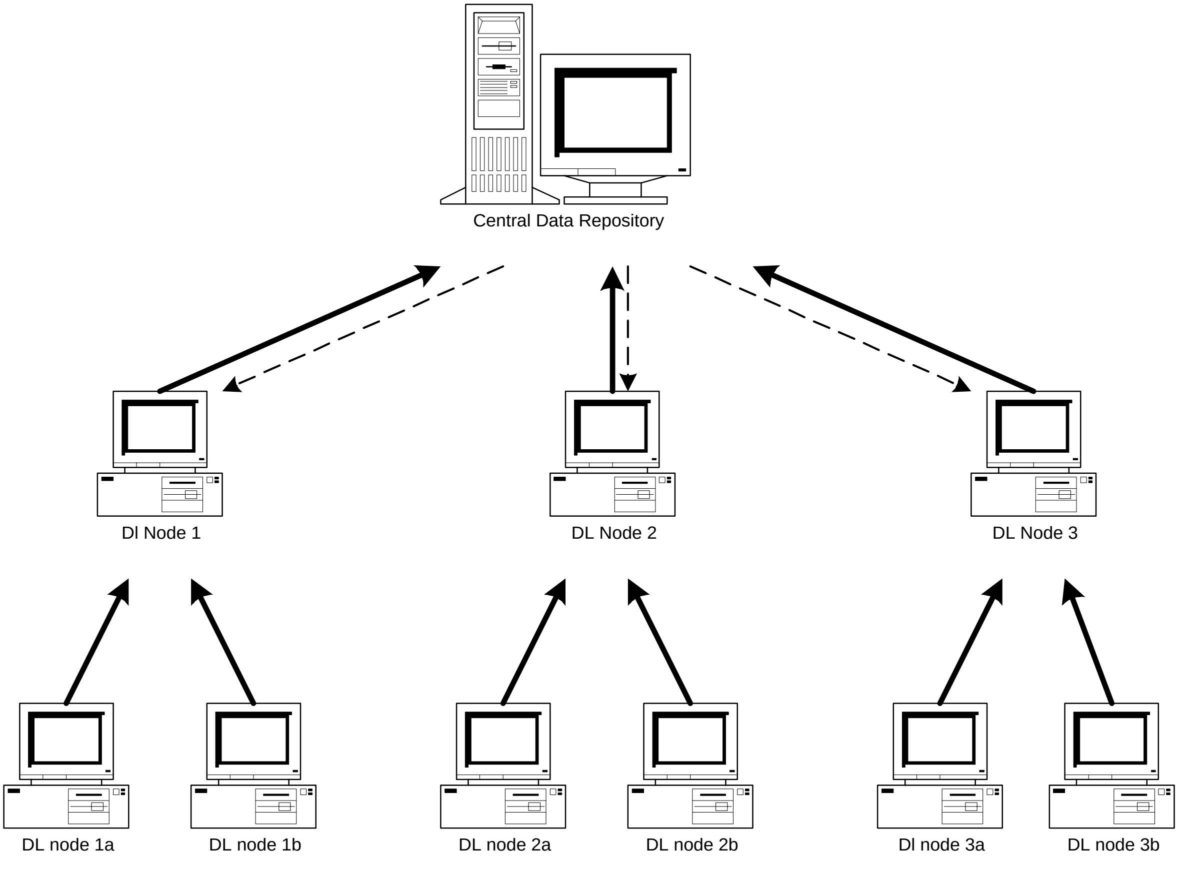
Peer-to-peer data distribution

In a peer-to-peer topology, all customers are independent business units, sharing all data, but performing all their own specialized processing. In terms of Distributed Administration configuration, each customer would be a node with open distribution rules for all other Distributed Locations (DLs). Using this type of design, total data redundancy and independent data processing (such as payroll or tax processing) are possible.



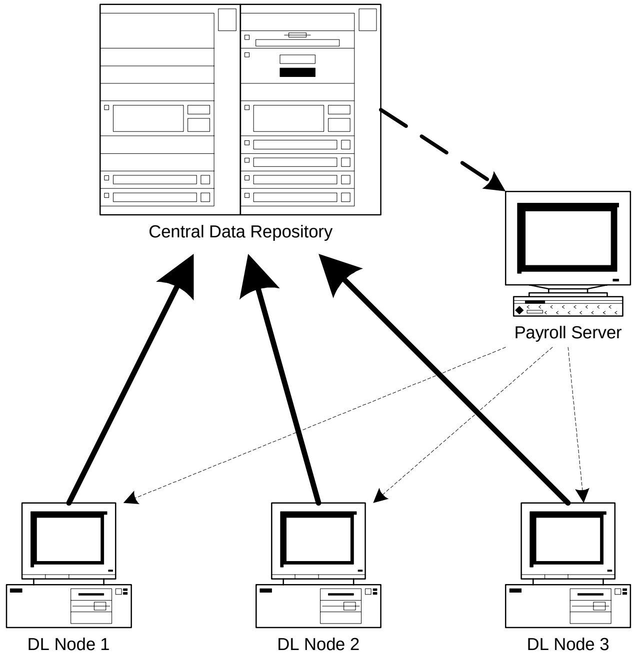
Hierarchical data distribution

In a simple hierarchical topology, customers (DLs) feed all information to the central data repository, which performs all specialized processing. In terms of Distributed Administration configuration, each customer recognizes only one target DL (the level above it) and shares all information with that node. The central repository recognizes all customers as target DLs, but is configured to share only specific data with each customer. All data processing is performed at the central data repository site.



Data distribution with specialized servers

Specialized server topologies are hierarchical, except the central data repository uses a specialized server for special processing and information distribution. From the standpoint of the remote customer, there is no difference; it feeds all data to a central location and receives specialized data (such as payroll or tax processing) from elsewhere.



Dynamic data sharing

The Distributed Administration application follows a store-and-forward replication methodology, where data is collected in real time and placed into a holding file. Once new or revised data has been replicated (copied into a holding file), it can be distributed to other locations on your network. This form of dynamic data sharing allows much faster and more efficient updates to the locations where the data is being used. The holding file also acts as a recovery facility that permits reextraction of previously transmitted data for resubmission to a requesting site.

The FILE08 Replication Holding File

The Replication Holding File (FILE08) contains records of those changes made on the local computer that may be distributed to other locations at some point in time (determined by you). If the local distribution rules dictate that these updates be shared with a particular DL, they will be copied to the Replication Packet File (FILE21) for that DL.

Note: *Each FILE21 is target-specific. There may be as many target-specific Replication Packet Files as there are target DLs.*

The FILE20/21 Replication Packet File

The Replication Packet File (FILE21) contains those updates ready to be distributed to a node on the network; FILE20 contains updates obtained from other nodes on the network.

Replication versus distribution

Simply because data is replicated (copied into a holding file), does not mean the data will be distributed to other locations throughout the network. Data changes are distributed to other locations based entirely on how the source DL's distribution rules are configured. Likewise, your local DL (acting as a target DL) will only receive those data changes from remote locations that the remote DL administrators allow your site to receive. If the source DL's distribution rules restrict your target DL's access to specific data changes, you will not be able to access the specified data.

Data types that can be replicated and distributed

All data on each DL will not necessarily be replicated. For instance, each DL owns its own System Control Repository (FILE01). Only option lists and tables are replicated, and only replicated data may be distributed to other DLs.

Below is a list of the types of data that *will* be replicated, and thus, may be distributed:

- Any changes made to option lists and tables (except Distributed Administration tables) in the System Control Repository (FILE01)
- Any changes resulting from user input/revisions to the Employee Database (FILE02)
- Any changes resulting from batch processing (including payroll batch processing)

Extended Practice

1. Company A provides temporary services to other companies throughout a large metropolitan area. It maintains employee records on ten PCs at five different satellite locations in the area. Each satellite PC operator performs regular partial and complete system backups, then forwards system data to the main office on tape once a week. The main office performs payroll, tax, and HR benefits operations, as well as company reporting on four additional PCs. The main office operator must perform system updates, troubleshoot collision errors, answer questions from the other operations, and distribute updates to the other operations. Every time a data update is performed at the satellite operations, it takes a lot of resources and computer time.

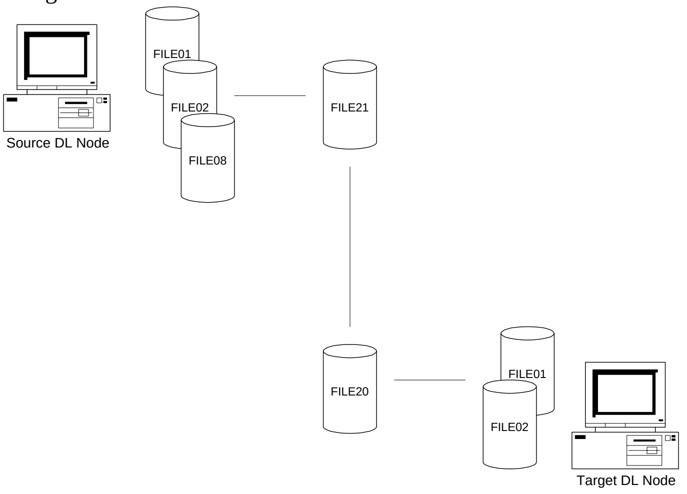
   How can Distributed Administration enhance Company A's operation?

2. Match The Solution Series file with its name and function.

   A FILE02
   B FILE21/20
   C FILE01
   D FILE08

   ___________Used to maintain option lists
   ___________Replication Packet File
   ___________Used to hold local data changes
   ___________Employee Database
   ___________Used to hold sharable data
   ___________System Control Repository
   ___________Used to maintain company-specific data
   ___________Replication Holding File

3. Draw a line through the process to identify where replication stops and distribution begins.



4. Place an 'X' next to the data types that may be replicated.

___________The Solution Series system update files
___________additional entry in option list DSP01
___________FILE01 (all)
___________company tax information
___________new employee information
___________Replication Distribution Program

Review of Questions Answered

1. What are the major functions or tasks performed by Distributed Administration?

2. What kinds of topologies are supported by Distributed Administration?

3. Which programs are used to implement Distributed Administration?

4. What is the difference between replication and distribution?

5. What kinds of Solution Series data can be shared via Distributed Administration?

PART 2

Setup and Usage

In This Section

CHAPTER 3

Planning for Distributed Administration on your Network

In This Chapter

Introduction

Networks grow and change. Performing the pre-installation planning described in this section will allow your implementation of Distributed Administration to grow and change along with your network. If you plan your Distributed Administration implementation with the same amount of attention as you plan your network, there should be no future need to reinstall or revise your naming conventions.

Another issue that should be decided upon before installation is database update frequency. Each DL must perform an operation to retrieve data extracted for it by a source DL, then run another operation to apply the update locally. When should these operations be run? How often?

Depending on your system configuration, you may be able to automate update frequency. Alternatively, each node can run update operations periodically.

☞ *See the user documentation for your platform to learn about automatic update features.*

Tasks

This section explains the following:

- Assigning a person or group to administer Distributed Administration
- Selecting a Distributed Administration node naming convention
- Developing detailed dataflow maps
- Determining when to perform Distributed Administration updates
- Creating the Replication Holding File (FILE08)
- Identifying your local computer as a source DL

Prerequisites

Be familiar with the concepts introduced and discussed in Overview of Using Distributed Administration.

Questions answered

The following questions are answered in this section:

1. What are the Distributed Administration responsibilities of the system administrator?
2. Who 'owns' the data?
3. Why are naming conventions important when using Distributed Administration?
4. How can you ensure Distributed Administration data security?
5. What form is used to name your local (source) DL node?

System administration tasks

Performing the administrative tasks for Distributed Administration on your network involves varied implementation, configuration, and troubleshooting tasks, including initial setup, general maintenance, performance monitoring, and system updating.

Ownership of data

Data in a network implementing Distributed Administration belongs to the source DL. The source DL is the node responsible for distributing data changes according to its defined distribution rules.

Location naming conventions

Naming conventions may become a problem if not carefully planned. Distributed Location nodes are identified by a customer-defined, 5-character ID. This means it is up to you to make the ID meaningful.

You may decide to identify a node simply by city, region, or country; but what happens when an additional node is installed at the same location? What happens if your network expands and contracts periodically throughout the next 15 years? You certainly do not want to reconfigure each DL's distribution rules every six months, but with every naming convention there is the danger of losing meaning over time. For instance, you may have identified your nodes by city, but three years from now, your company pulls out of Toronto and New York and moves all offices to London.

The most important thing to remember is that once a node ID changes or is added or deleted, distribution rules on all other nodes that distribute changes to this target must be updated.

Here is an example of a naming convention you might employ:

BULNN, where:

- BU = Business or Division
- L = Location (could even be a building or a floor)
- NN = Number

If you have consistently imposed the 5-position alphanumeric naming convention described above to your DLs, adding a location is not a problem—just configure the node appropriately and configure distribution rules.

☞ *Refer to* **Selecting a Distributed Administration node naming convention** *(on page 32) to learn how to apply naming conventions to your DLs.*

Security considerations

Ensuring the security of each DL's data is very important, but intervention from a Security Officer is not necessary. The security provided by Distributed Administration adds a layer to the existing security developed for The Solution Series at your organization.

A password will be defined when a target DL's distribution rules are configured at the source DL site.

☞ *Refer to the Security Considerations section of the Technical Administration documentation for a more detailed discussion of security.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Assigning a person or group to administer Distributed Administration

To assign the appropriate person or group to administer Distributed Administration on your network, follow these steps:

1. Identify tasks required to administer the system on your network

Fill out the following table by identifying the tasks the administrator will be required to perform:

Administration Tasks	Yes	No
Design/Maintain Node ID Naming Convention		
Design/Maintain Detailed Dataflow Maps		
Design/Implement Security Passwords to Support Distributed Administration		
Configure/Maintain DLs		
Monitor Distributed Administration for Collision Errors, Process Errors, and General Status		
Troubleshoot Problems		
Perform Recovery Operations for DLs		
Apply Updates and/or Fixes to DLs		

2. Identify ideal intervals at which to perform Distributed Administration tasks

Check the column for each task based on when an administrative task should be performed:

Administration Tasks	D	W	M	Q	S	A	N
Design/Maintain Node ID Naming Convention							
Design/Maintain Detailed Dataflow Maps							

Administration Tasks	D	W	M	Q	S	A	N
Design/Implement Security Passwords to Support Distributed Administration							
Configure/Maintain DLs							
Monitor Distributed Administration for Collision Errors, Process Errors, and General Status							
Troubleshoot Problems							
Perform Recovery Operations for DLs							
Apply Updates and/or Fixes to DLs							

Daily (D), Weekly (W), Monthly (M), Quarterly (Q), Semiannually (S), Annually (A), or as Needed (N).

3. Decide which tasks should be centralized or if any should be handled at the DL site

Use the following table to identify where the Distributed Administration administrative task will be performed—at the physical DL site or from a remote office:

Administration Tasks	Local	Remote
Design/Maintain Node ID Naming Convention		
Design/Maintain Detailed Dataflow Maps		
Design/Implement Security Passwords to Support Distributed Administration		
Configure/Maintain DLs		
Monitor Distributed Administration for Collision Errors, Process Errors, and General Status		
Troubleshoot Problems		
Perform Recovery Operations for DLs		
Apply Updates and/or Fixes to DLs		

4. Assign tasks

Consider the outcome of Steps 1 through 4 and make the appropriate assignments.

Selecting a Distributed Administration node naming convention

To identify an appropriate DL naming convention, complete these steps:

1. List your company's current divisions, buildings, countries, states, provinces, and so forth

2. **List all possible divisions, buildings, countries, states, provinces, and so on**

3. **Identify a meaningful naming convention that can be easily explained and identified, and that allows for company expansion and contraction**

4. **Thoroughly document your naming convention for future reference**

Developing detailed dataflow maps

Complete the steps listed below to develop the detailed dataflow map required to successfully implement Distributed Administration on your network.

1. **Create a map of your current network configuration, identifying all servers and any DLs**

2. **Identify and map out your ideal data flow**

3. **Develop password security logic that supports your dataflow design**

4. **Test your dataflow against several company expansion/contraction scenarios**

5. **Thoroughly document your dataflow plan**

Determining when to perform Distributed Administration updates

To determine when to schedule updates, complete these steps:

1. **Decide on a standard update frequency**
   First decide what kind of data update sharing is required between your nodes. Is it necessary to update every node every four hours? Once a day? Once a week?

2. **Determine any special triggers that should precede an update**
   We list some general scenarios and suggestions in the following table. Which most closely matches your environment? Identify any other triggers you require.

Scenario	Suggested Triggers	Other Triggers
Company has peer-to-peer independent business units.	Quarterly closeout Organizational changes Tax year closeout Fiscal year closeout	

Scenario	Suggested Triggers	Other Triggers
Company has peer-to peer independent business units, but payroll processing is performed by a shared server.	Payroll Quarterly closeout Organizational changes Tax year closeout Fiscal year closeout	
Company has hierarchical data distribution with a central database, but payroll processing and benefits administration are performed by independent servers.	Payroll Quarterly closeout Fiscal year closeout	

3. Determine what operations should immediately follow an update

Consider the triggers that you decided should precede an update. What about the operations that should immediately follow?

4. Schedule the Replication Distribution Program, Replication Reception Program, and Replication Application Program whenever appropriate for your environment

Creating the Replication Holding File (FILE08)

It is important to create the Replication Holding File (FILE08) on your system before you activate Distributed Administration. Follow these steps:

1. Create a Replication Management Program control record in FILE04

Control record format:

In these positions	Enter	Description
1–22	spaces	
23–28	DSCR08	Program name
29–80	spaces	

2. Execute the CBSVB program with FILE04 as input

The following are the input files, output files, and the program you need to execute:

INPUT	FILE04	Control record file
OUTPUT	FILE03 FILE09	Audit/message File Output-only reference to FILE08
EXECUTE	CBSVB	Core program name

Identifying your local computer as a source DL

Once you have identified a naming scheme, all nodes to be used for Distributed Administration on your network must be uniquely identified as source Distributed Locations (DLs).

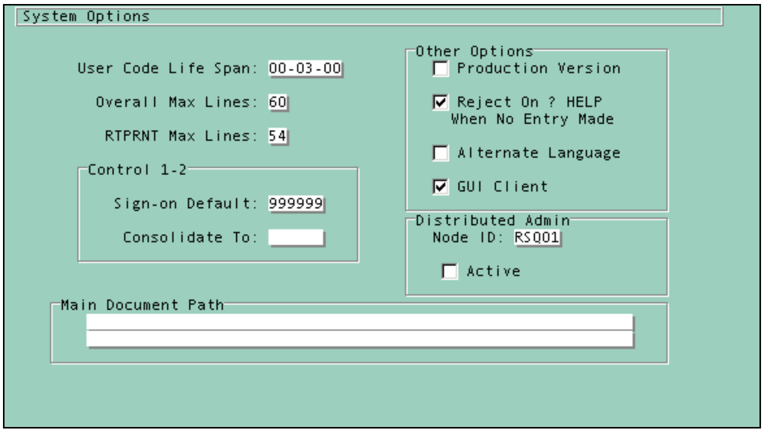
1. Access the System Options form (SCOPTS)

Access this form by making the following selection from the Navigator:

Component: Security
Process: Security Tools
Task: Specify System Options

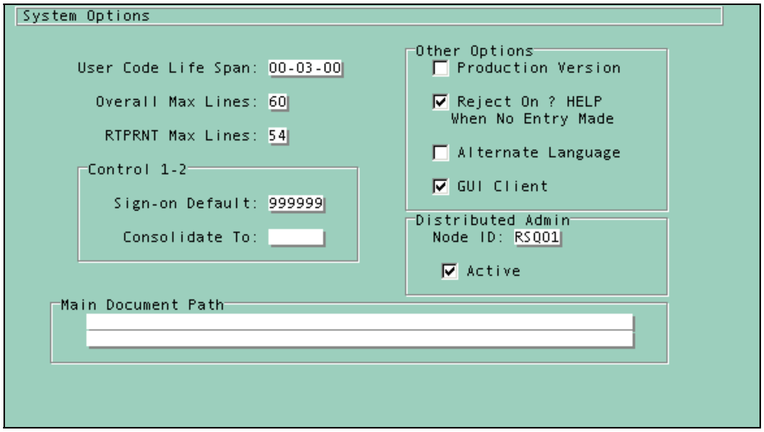
2. Enter the DL name of your local computer

Enter up to 5 alphanumeric characters to identify the local computer in the Node ID text box as a DL on the network.



3. Activate Distributed Administration

Click the Active check box to activate Distributed Administration on your local computer.



4. Click Save or press Enter

Changes made to data locally will now be replicated to the Replication Holding File (FILE08).

5. Sign off from The Solution Series

The next time you sign on, the Replication Holding File (FILE08) will be opened, along with FILE01 and FILE02.

Extended Practice

1. Company A provides temporary services to other companies throughout a large metropolitan area. It maintains employee records on ten PCs at five different satellite locations in the area. Each satellite PC operator performs regular partial and complete system backups, then forwards system data to the main office on tape once a week. The main office performs payroll, tax, and HR benefits operations, as well as company reporting on four additional PCs. The main office operator must perform system updates, troubleshoot collision errors, answer questions from the other operations, and distribute updates to the other operations. Every time a data update is performed at the satellite operations, it takes a lot of resource and computer time. How would you configure Distributed Administration to enhance Company A's operation?

Part 1

What topology will you use? Draw a map of the company computer system, using the topology you selected.

Part 2

Create a Node-naming convention that allows for company expansion/contraction. Write the names of the nodes on the map you created for Company A.

Document (describe it) here, then apply it to the diagram you drew in Part 1.

Part 3

Draw arrows on the map you drew in Part 1 indicating how the data should be routed and what data will be shared with which nodes.

List any kind of information you do NOT want to route here.

Part 4

Briefly list three Distributed Administration tasks, whether each task should be performed locally at the DL site or by the system administrator at a central site only, the intervals at which these tasks should be performed, and any additional or special triggers that should precede a task.

Task	Central or Local	Interval	Triggers

2. Name your local computer and activate Distributed Administration.

Review of Questions Answered

1. What are the Distributed Administration responsibilities of the system administrator?

2. Who 'owns' the data?

3. Why are naming conventions important when using Distributed Administration?

4. How can you ensure Distributed Administration data security?

5. What form is used to name your local (source) DL node?

CHAPTER 4

Configuring a Distributed Location

In This Chapter

Introduction

Your implementation of Distributed Administration is unique to your organization, but there are general principles of every Distributed Administration implementation: you must decide what information will be shared among nodes, and you must decide how to identify each node. This section is about taking the decisions you made regarding Distributed Administration network design and applying them to your network. The basic building block of every Distributed Administration implementation is the configuration of the Distributed Locations (DLs) on the network.

Tasks

This section explains the following:

- Authorizing a target DL
- Identifying data types that may be distributed
- Establishing distribution rules
- Revising distribution rules
- Deleting a record from the Distribution Rules Table
- Deleting a record from the Distribution Access Log Table
- Deleting a target DL

Prerequisites

Before proceeding to the operations described in this section, the following procedures must be completed:

- Assign a person or group to administer Distributed Administration
- Select a Distributed Administration node naming convention
- Develop detailed dataflow maps
- Determine DL database update frequency
- Name each DL

☞ *Refer to* **Planning for Distributed Administration on your Network** *(on page 25) for more information on these prerequisite procedures.*

Questions answered

The following questions are answered in this section:

1. What are distribution rules?
2. What forms are accessed when configuring the distribution rules for a target DL node?

Distribution rules

Distribution rules allow the data owner (source DL) to control what, if any, information is to be made available to a specific target DL. Any target node can request information, but the source node's distribution rules determine exactly what data it will or will not share with a target.

Configurable distribution rules have been developed to allow complete source DL control. The rules have also been made easy—you simply select those data types you do NOT want the specified target DL to access or indicate you want no exclusions.

☞ *Refer to the* **Establishing distribution rules** *(on page 46) to learn how to configure your DL.*

Dual roles: each node is a source and a target DL

When you configure your DL, you are configuring it as both a source and a target. It will presumably have information to offer other sites, and it will require updates to its own data due to changes made at other node sites.

Setting your node up as a target node is easy—just name it, so other nodes can refer to it as a target for their data. Setting your node up as a source DL is also easy—just set up distribution rules for the target DLs that are authorized to share your data.

During a recovery operation, your source DL is its own target DL. You will need to set up distribution rules for your source node whenever you perform a data recovery operation.

☞ *Refer to the* **Establishing distribution rules** *(on page 46) to learn how to configure your DL.*

Security

A password will be defined when the distribution rules for a particular target DL are configured.

Note: *This password should periodically be changed.*

☞ *Refer to* **Authorizing a target DL** *(on page 44)* *for detailed instructions on setting up the password on the Distributed Location Node Control form (DSNODE).*

☞ *Refer to* **Performing Distributed Administration Operations** *(on page 55)* *for a more detailed description of the control record containing the security password.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Authorizing a target DL

Before data can be distributed to a target DL, you must identify it as a valid recipient of your data. Follow these steps:

1. **Access the Distributed Location Node Control Table form (DSNODE)**
   Access this form by making the following selection from the Navigator:

Component:	Distributed Administration
Process:	Location Node Control Table
Task:	Distributed Location Node Control Table

2. **Enter the alphanumeric 5-character node ID**
   This is the Distributed Location node ID of the target DL.

   To see a current list of configured nodes, click the Select button.

3. **Identify the node's machine (platform) type**
   Click the list box and select the platform type that matches the target node's computer. This identifies the data format your system will provide to the target DL.

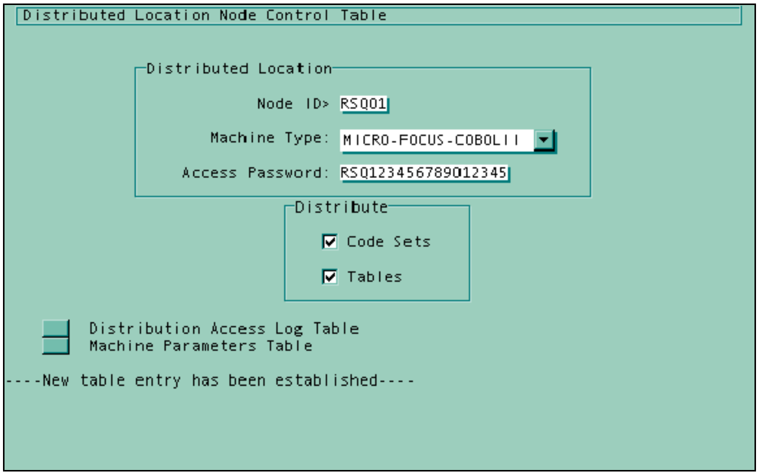
4. **Enter the node's 18-position security password**
   Up to 18 alphanumeric characters are allowed when creating a Distributed Administration security password. This password must be known by the target DL when it seeks distributed data from your source node.

5. **Indicate if you want to allow distribution of FILE01 option lists and/or tables**
   Click the appropriate check box(es) to indicate if you want to allow distribution of FILE01 option list and table information.

Note: If you plan on distributing option lists and/or tables from the System Control Repository, a 'ZFILE1' organization must be configured on the Distribution Access Log Table form for the target DL that will be given access.

6. Click Save or press Enter

The form displays the message ----New table entry has been established---- and allows you to access other Distributed Location forms. You may click the button for the Distribution Access Log Table form to toggle to that form and begin identifying data that may be distributed to the authorized target DL. Click the button for the Machine Parameters Table form to view platform and data type information about the target DL.



Note: We recommend that you authorize the local (source) computer as a target DL, as well.

Identifying data types that may be distributed

To make data from a specific organization available for distribution, follow these steps:

1. Access the Distribution Access Log Table form (DSRULE)

Access this form by making the following selection from the Navigator:

Component: Distributed Administration
Process: Distribution Rules/Log Table
Task: Distribution Access Log Table

2. Identify the target DL

Enter the 5-position alphanumeric Node ID of a target DL.

3. Enter a valid organization ID (Control 1-2) associated with the source DL

Enter a 6-position organization identifier. By entering the ID here, you are indicating that the associated data from the source node may be distributed to this target DL.

Note: If you plan on distributing option lists and/or tables from the System Control Repository, a 'ZFILE1' organization must be configured on the Distribution Access Log Table form for the target DL that will be given access. Otherwise, the user will receive a FILE01 error.

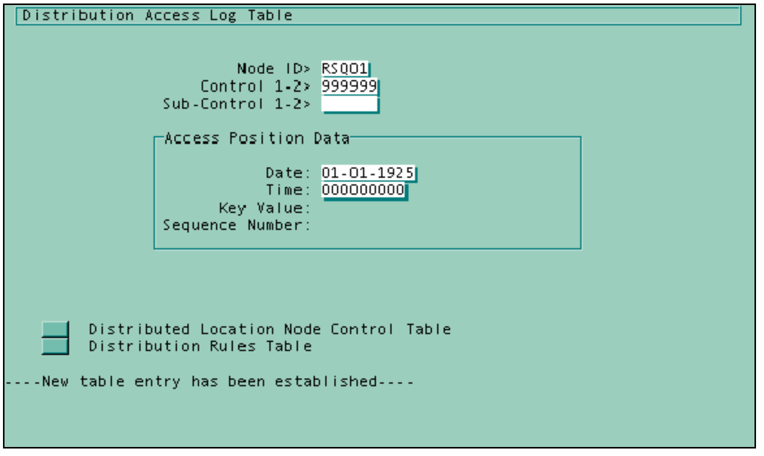
4. Enter date to initiate distribution for this DL

Enter a date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). This date may be the current date, a previous date, or a future date that tells the system to begin distributing data.

Note: Enter a date that has already passed, such as 19250102 (January 2, 1925).

5. Click Save or press Enter

The Date text box changes to the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) and the Time text box is populated by zeroes. The form displays the message ----New table entry has been established----. Data distribution for this target DL is initialized.



6. Repeat steps 3, 4, and 5 for every organization

7. Repeat the entire procedure for each target node

Establishing distribution rules

To limit what data the target DL will be allowed to receive, you must set up distribution rules on your source DL for that target DL. Follow these steps:

1. Access the Distribution Rules Table form (DSRF02)

Access this form by making the following selection from the Navigator:

Component: Distributed Administration
Process: Employee Master Distribution Rules
Task: Distribution Rules Table

2. Identify the target DL

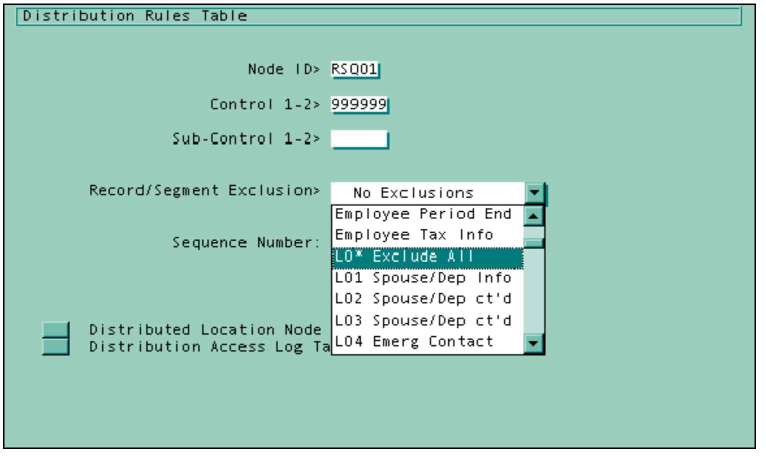
Enter the 5-position alphanumeric Node ID of a target DL.

3. Enter a valid organization ID associated with the source DL

Enter a 6-position identifier. By entering the ID here, you are indicating that the distribution rules you are about to configure (or view) are for the data associated with this organization.

4. Select records that should NOT be distributed to the target DL

Click the list box to identify any records you do not wish the target DL to have access to or select 'No Exclusions' to indicate that all replicated data is to be distributed to this target DL.

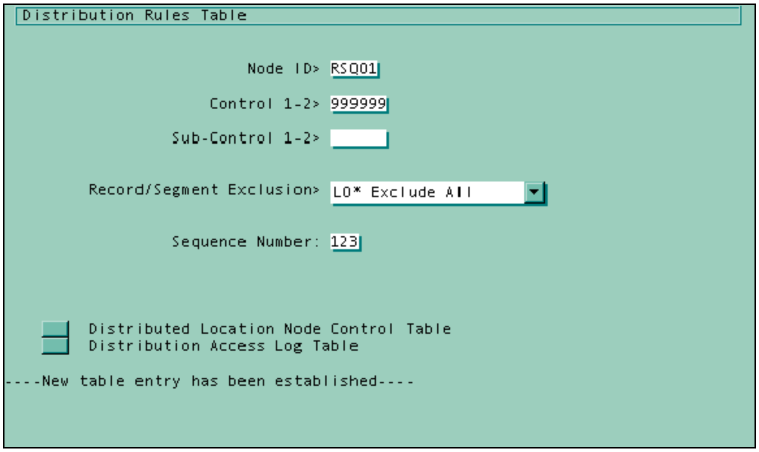


5. Type an entry in the Sequence Number text box

This text box must have a three-digit entry (*any* three-digit entry) in order for the system to process the distribution rules defined.

6. Click Save or press Enter

The form displays the message ----New table entry has been established---- and allows you access to other Distributed Administration forms. You may click one of these buttons to toggle to that Distributed Administration form.



7. Repeat steps 3 through 6 for every organization

8. Repeat the entire procedure for each target node

Note: *We recommend you set up distribution rules for the local (source) computer as a target DL to have no exclusions in case you need to perform a Recovery operation at any time in the future.*

Revising distribution rules

If you decide to change the distribution rules for a target DL, follow these steps:

1. Access the Distribution Rules Table (DSRF02) form

Access this form by making the following selection from the Navigator:

Component: Distributed Administration
Process: Employee Master Distribution Rules
Task: Distribution Rules Table

2. Select the record to be changed

Enter the five-position node ID in the Node ID text box and press Enter.

To see a current list of configured nodes, click the Select button. Then click the entry to be changed.

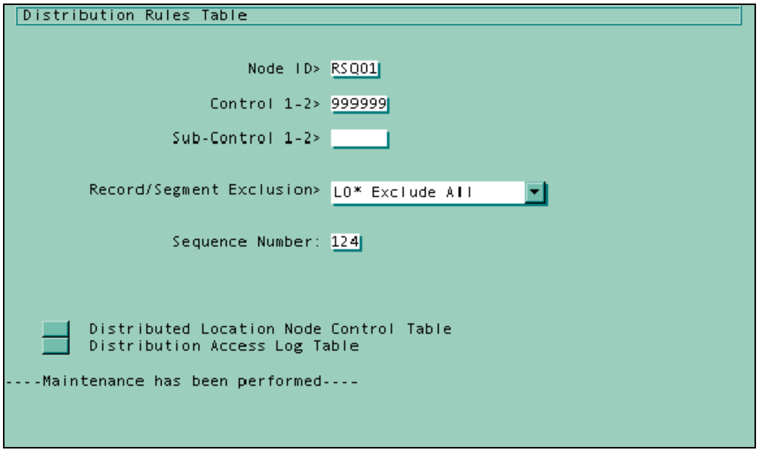
3. Type an entry in the Sequence Number text box

This is the only non-key text box on the form. Changing any other text box or list box on the form will create a new entry.

This text box must have a three-digit entry (*any* three-digit entry) in order for the system to process the distribution rules defined.

4. Click Save or press Enter

The form displays the message ----Maintenance has been performed---- and allows you access to other Distributed Administration forms. You may click one of these buttons to toggle to that Distributed Administration form.



Deleting a record from the Distribution Rules Table

If you want to remove a target DL from the list of authorized target DLs for a source DL, this is the first task you must complete. To remove the target DL's record from the Distribution Rules Table, follow these steps:

1. Access the Distribution Rules Table form (DSRF02)

Access this form by making the following selection from the Navigator:

Component:	Distributed Solution
Process:	Employee Master Distribution Rules
Task:	Distribution Rules Table

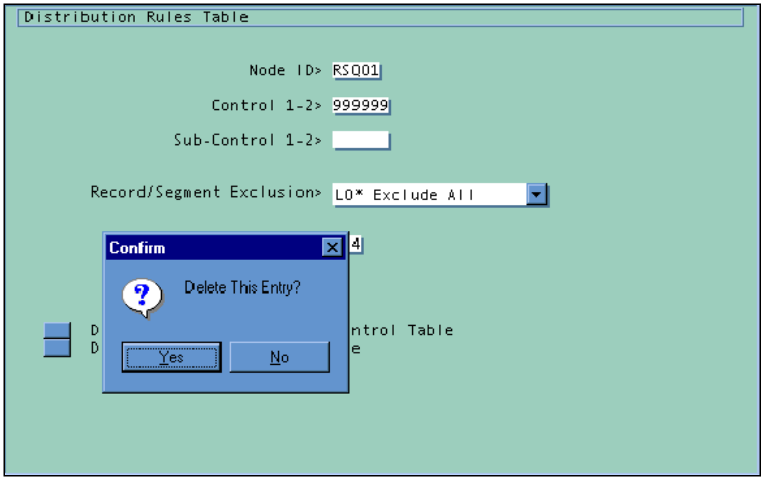
2. Identify the target DL

Type the five-position node ID in the Node ID text box and press Enter.

To see a current list of configured nodes, click the Select button. Then click the entry to be changed.

3. Click the Delete button

Click the Delete button to delete the table.



4. Click Yes

Click Yes on the Confirm dialog box. The target DL's record is removed from the Distribution Rules Table. The form displays the first table record and displays the message ----Table Record has been deleted----.

Deleting a record from the Distribution Access Log Table

If you want to remove a target DL, this is the second task you must complete. You must have already removed all target DL records from the Distribution Rules Table. To delete a target DL's record from the Distribution Access Log Table, follow these steps:

1. Access the Distribution Access Log Table form (DSRULE)

Access this form by making the following selection from the Navigator:

Component:  Distributed Administration
Process: Distribution Rules/Log Table
Task:  Distribution Access Log Table

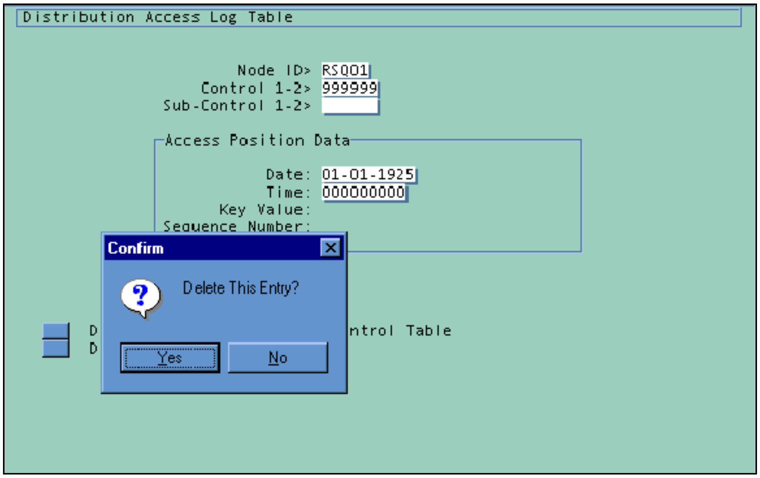
2. Identify the target DL

Type the five-position node ID in the Node ID text box and press Enter.

To see a current list of configured nodes, click the Select button. Then click the entry to be changed.

3. Click the Delete button

Click the Delete button to delete the table.



4. Click Yes

Click Yes on the Confirm dialog box. The target DL's record is removed from the Distribution Access Log Table. The form displays the first table record and displays the message ----Table Record has been deleted----.

Deleting a target DL

If you want to remove a target DL, this is the third task you must complete. You must have already removed the target DL's record from the Distribution Rules Table and the Distribution Access Log Table. To remove the target DL from the Distributed Location Node Control Table, follow these steps:

1. Delete the associated Distribution Rules Table form (DSRF02)

Refer to **Deleting a record from the Distribution Rules Table** *(on page 49) to learn how to perform this step.*

2. Delete the associated Distribution Access Log Table (DSRULE) form

Refer to **Deleting a record from the Distribution Access Log Table** *(on page 50) to learn how to perform this step.*

3. Access the Distributed Location Node Control Table form (DSNODE)

Access this form by making the following selection from the Navigator:

Component: Distributed Administration
Process: Location Node Control Table
Task: Distributed Location Node Control Table

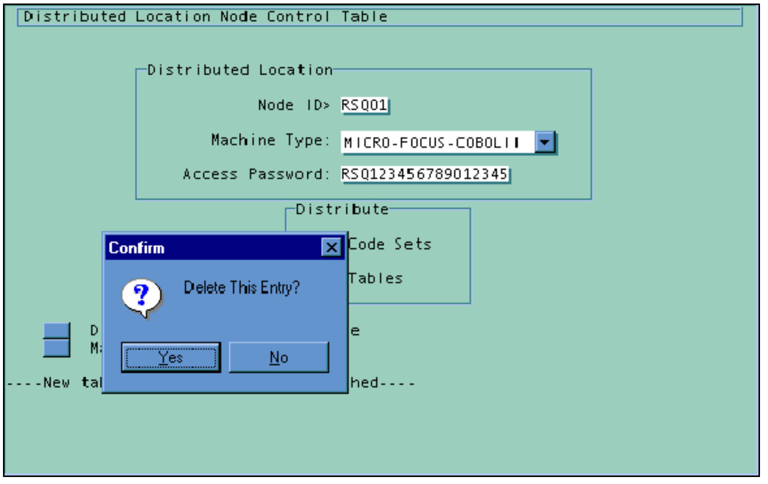
4. Identify the target DL

Type the five-position node ID in the Node ID text box and press Enter.

To see a current list of configured nodes, click the Select button. Then click the entry to be changed.

5. Click the Delete button

Click the Delete button to delete the table.



6. Click Yes

Click Yes on the Confirm dialog box. The target DL is removed from the Distributed Location Node Control Table. The form displays the first table record and displays the message ----Table Record has been deleted----.

Extended Practice

1. Authorize a target DL.
2. Identify the types of data that may be distributed to the target DL.
3. Establish distribution rules for that DL.
4. Delete the distribution configuration for the target you just configured.

Review of Questions Answered

1. What are distribution rules?

2. What forms are accessed when configuring distribution rules for a target DL node?

CHAPTER 5

Performing Distributed Administration Operations

In This Chapter

Introduction

Configuration is just the beginning. Now, consider the operations you will perform more frequently. Such operations may include distributing the replicated data or updating a DL with new data from other nodes—perhaps even updating files due to changes made during the payroll process. In this section we discuss and perform operations that will be incorporated into your usual jobstreams, as well as some less frequent operations, such as recovering lost or corrupted data.

Tasks

This section explains the following:

- Sending new, changed, and deleted data to a Replication Packet File (FILE21)
- Obtaining the data updates your target DL is authorized to obtain
- Applying new, changed, and deleted data locally
- Running the Replication Management Program during regularly scheduled backups
- Running the Replication Management Program online
- Displaying the Replication Holding File (FILE08)
- Interpreting Distributed Administration diagnostic reports
- Identifying errors
- Logging revisions and applying new data resulting from the payroll process

Prerequisites

Before proceeding to the operations described in this section, the following procedures must be completed:

- Name your source DL
- Identify target DLs
- Establish the DL's distribution rules

☞ *Refer to* **Configuring a Distributed Location** *(on page 39) for detailed instructions for performing these tasks.*

Questions answered

The following questions are answered in this section:

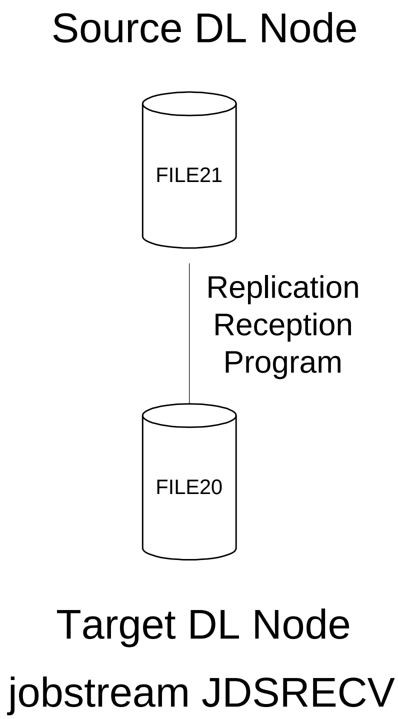
1. What program is used to recover lost data from a Replication Holding File (FILE08)?
2. What program is used to log data revisions and update DLs (local and remote) during the payroll process?
3. What is the difference between a recovery operation and a distribution operation?
4. What is a collision error? What can you do about it?

Data distribution

Data distribution occurs when the Replication Distribution Program is run on a source DL. It applies your configured distribution rules to your Data Replication File (FILE08) and data segments authorized to be shared with a target DL are copied to the local Replication Packet File (FILE21). If the source DL and the target DL are running on different platforms, the file is converted from the source DL-specific machine format to a neutral format for file transfer.

Data reception

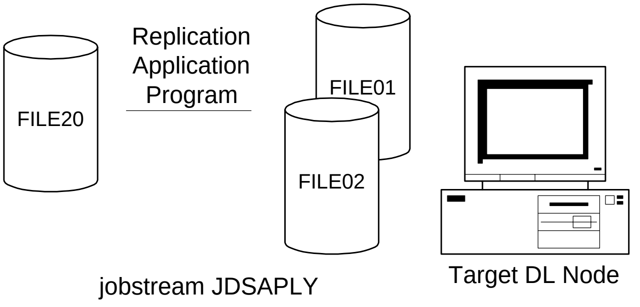
Data reception occurs when the Replication Reception Program is run on the target DL. If the source DL and the target DL are running on different platforms, it converts the source DL's Replication Packet File (FILE21) from its neutral file transfer format to a format specific to the target DL machine type (FILE20).



Data application

Data application occurs when the Replication Application Program is run on the target DL. It updates your System Repository File (FILE01) and Employee Database (FILE02).

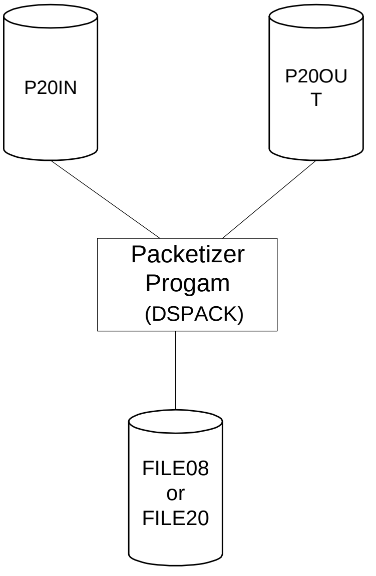
Note: *Although local application transactions (changes to the DL's FILE01 and FILE02) are logged into FILE08 when they occur, this is not the case when these changes occur because of a Replication Application Program operation. If you want to update FILE08 with all changes made to the DL, whether by local data entry or by the changes applied from a source DL during a Replication Application Program operation, you can set up your Replication Application Program control record to do so by setting a switch in position 31.*



Payroll impact

The payroll process is a complex operation that may affect data. Changes that occur during the payroll process can be tracked, then be used to update the source DL, as well as target DLs. Distributed Administration offers the Packetizer (DSPACK) COBOL program as part of the DSYBMST library, used specifically to compare P20 files and log the differences. This program is generally run after the pay run, but before the Pay Merge process.

The Packetizer program reads two P20 master files, generally P20IN and P20OUT files input to and output from a batch payroll run. Each record is read and differences are written either to the local FILE08 or FILE20, depending on the configuration of the P05RDR control record.



jobstream JDSPACK

Note: *The FILE08 is indexed and the FILE20 is sequential in form. You may wish to direct record differences to FILE20 to improve performance (it may be faster).*

Collision errors

Collision errors occur during a data application operation when an update is being applied to the local computer (target DL) but the local data is not different. This means a change was improperly made locally. These errors will also appear on the DSAPLY Diagnostic report.

Note: *The target of the collision error is NOT updated.*

Record length errors

Record length errors occur when two systems sharing data have different expansion values. If the source DL allows 32 Kbytes for an employee record and the target DL only allows 20Kbytes, any record from the source DL exceeding 20Kbytes will cause a record length error at the target DL. These errors will appear on the DSAPLY Diagnostic report.

Note: *The target of the length error is NOT updated.*

☞ *Refer to the Technical Administration documentation to learn how to revise expansion values.*

Data retention in FILE08

The Replication Holding File (FILE08) must be purged periodically using the Replication Management Program (DSCL08). As delivered, this program does not purge all data in the file, but only that data 30 days older than the oldest distribution date. You may change the retention period by editing the Cyborg Scripting Language source code for the FILE08 Management Program. You may view the Replication Holding File online by accessing the Display Replication Holding File form (DSP08).

Note: The Replication Management Program (DSCL08) and Display Replication Holding File form (DSP08) are delivered with a high level of security to maintain data integrity.

You may wish to create a new Replication Holding File (FILE08) to start again with a fresh file. For example, you may want to archive your Replication Holding File (FILE08) once a year. Since the filename of FILE08 is referenced is several programs, the easiest way to archive your current FILE08 is to rename it and store it with other archived files. If you don't always use the filename FILE08, you must edit any programs that reference the file. Create a new Replication Holding File (FILE08) using the FILE08 Creation (DSCR08) program.

Note: To run the FILE08 Creation (DSCR08) program you must have the Distributed Admin Active and Reporting Admin Incremental checkboxes unchecked on the System Options form (SCOPTS).

Timing considerations when using Distributed Administration and running incremental extracts for Reporting Administration

If you are using Distributed Administration and running incremental extracts for Reporting Administration, the Replication Holding File (FILE08) is used by both components. You must use caution when making plans to clear the Replication Holding File (FILE08) and consider the impact on both components. We recommend that you schedule the running of Replication Management Program (DSCL08) to serve the administrative purposes of Distributed Administration.

Summary of Distributed Administration programs

The table below lists the major operations performed as part of Distributed Administration and the associated programs used to perform them:

Operation Performed	Program Used
Data distribution (from FILE08/FILE20 to FILE21)	Replication Distribution (DSTRIB)
Data reception (from FILE21 to FILE20)	Replication Reception (DSRECV)
Data application (from FILE20 to FILE01 and FILE02)	Replication Application (DSAPLY)
FILE08 data retention	Replication Management (DSCL08)
Payroll update	Packetizer (DSPACK)
FILE08 creation	Replication Management (DSCR08)

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Running the FILE08 Creation (DSCR08) program

Run the FILE08 Creation (DSCR08) program to create a new Replication Holding File (FILE08).

Note: *You must have the Distributed Admin and Reporting Admin Incremental options on the System Options form (SCOPTS) must be deactivated.*

1. Access the System Options form (SCOPTS)

Access this form by making the following selection from the Navigator:

Component: Security
Process: Security Tools
Task: Specify System Options

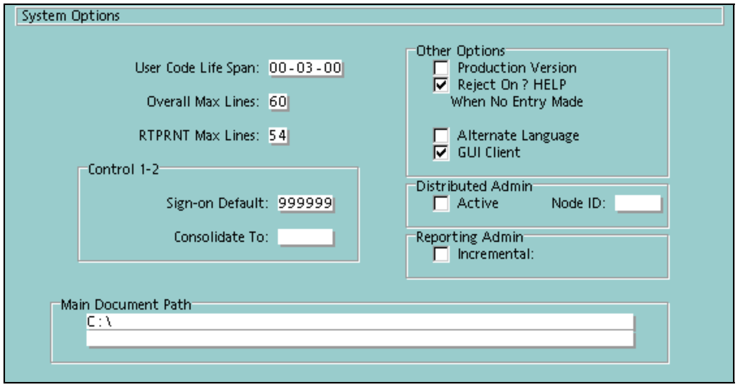
2. Deselect Distributed Admin Active and Reporting Admin Incremental checkboxes

Click the Distributed Admin Active and Reporting Admin Incremental checkboxes to deactivate these options.

3. Click Save or press Enter

The changes have been saved.

If you completed the previous steps, the resulting form should look similar to the example that follows:



4. Execute JDSCR08

From the command prompt or Windows Explorer, run the FILE08 Creation (DSCR08) program to create a new FILE08, named as specified in the program.

5. Access the System Options form (SCOPTS) again

Access this form by making the following selection from the Navigator:

Component:	Security
Process:	Security Tools
Task:	Specify System Options

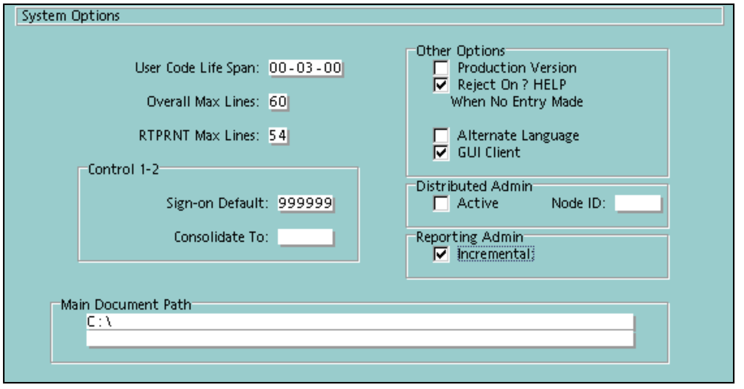
6. Select Distributed Admin Active and Reporting Admin Incremental checkboxes

Click the Distributed Admin Active and Reporting Admin Incremental checkboxes to reactivate these options.

7. Click Save or press Enter

The changes have been saved.

If you completed the previous steps, the resulting form should look similar to the example that follows:



Sending new, changed, and deleted data to a Replication Packet File (FILE21)

If you want to distribute or make local updates available for other nodes, follow these steps:

1. Create a Replication Distribution Program (DSTRIB) control record in FILE04

Control record format:

In these positions	Enter	Description
1–6	DSTRIB	Replication Distribution program
7–11	*****	5-position alphanumeric target DL ID
12–12	Y or N	Y = Direct file transmission (via middleware) N = Indirect file transmission (manual creation of file on local platform)
13–14	08 or 20	08 = FILE08 input source 20 = FILE20 input source
15–32	******************	Password of target node
33–80	spaces	

Example:

```
         1    1    2    2    3    3    4    4    5     8
0....5....0....5....0....5....0....5....0....5....0 ... 0
 DSTRIB12345N08PASSWORD
```

2. Execute the Replication Distribution Program (DSTRIB) with FILE04 as input

The following are the input files, output files, and the program you need to execute:

INPUT	FILE04 FILE08 or FILE20	Control record file Replication Holding File or Replication Packet File
OUTPUT	FILE03 FILE21	Audit/message File Replication Packet File (output only)
EXECUTE	DSTRIB	Replication Distribution Program

Obtaining the data updates your target DL is authorized to obtain

Note: *The FILE21 should already have been transferred to the target DL via your usual transfer method (for example, disk, tape, modem, and so forth).*

If you want to receive, or obtain, data updates locally, follow these steps:

1. Create a Replication Reception Program (DSRECV) control record in FILE04

Control record format:

In these positions	Enter	Description
1–6	DSRECV	Program name
7–80	spaces	

Example:

```
         1    1    2    2    3    3    4    4    5 ... 8
0....5....0....5....0....5....0....5....0....5....0 ... 0
  DSRECV
```

2. Execute the Replication Reception Program (DSRECV) with FILE04 and target-specific FILE21 created by the source DL as input

The following are the input files, output files, and the program you need to execute:

INPUT	FILE04 FILE21	Control record file Replication Packet File
OUTPUT	FILE03 FILE20	Audit/message File Replication Packet File
EXECUTE	DSRECV	Replication Reception Program

Applying new, changed, and deleted data locally

If you want to update your local data with updates generated from another DL, follow these steps:

1. Create a Replication Application Program control record in FILE04

Control record format:

In these positions	Enter	Description
1–22	spaces	
23–28	DSAPLY	Program name
29–29	Y or N	Y = update FILE08 N = do not update FILE08 (default)
30–80	spaces	

Example:

```
          1    1    2    2    3    3    4    4    5     8
0....5....0....5....0....5....0....5....0....5....0 ... 0
                       DSAPLYY
```

2. **Execute the CBSVB program with FILE04 and the target-specific FILE20 obtained from the source as input**

The following are the input files, output files, and the program you need to execute:

INPUT	FILE04 FILE20	Control record file Replication Packet File
OUTPUT	FILE01 FILE02 FILE03 FILE08	System Control Repository Employee Database Audit/message File Replication Holding File (may be updated)
EXECUTE	CBSVB	Core program name

Running the Replication Management Program (DSCL08) during regularly scheduled maintenance

When you run the Replication Management Program as part of a system maintenance process, your Replication Holding File (FILE08) is purged of any records more than one month older than the last distribution date.

Note: *When running this program for Reporting Administration purposes, you must edit the Distributed Access Log Table (DSRULE) to include the last key processed.*

1. **Create a Replication Management Program (DSCL08) control record in FILE04**

Control record format:

In these positions	Enter	Description
23–28	DSCL08	Program name

Example:

```
          1    1    2    2    3    3    4    4    5     8
0....5....0....5....0....5....0....5....0....5....0 ... 0
                       DSCL08
```

2. Execute the CBSVB program with FILE04 as input

The following are the input files, output files, and the program you need to execute:

INPUT	FILE04 FILE08	Control record file Replication Holding File
OUTPUT	FILE03 FILE08	Audit/message File Replication Holding File
EXECUTE	CBSVB	Core program

3. Insert the CBSVB program reference in your jobstream as part of the regular maintenance process

Running the Replication Management Program (DSCL08) online

When you run the Replication Management Program online, your Replication Holding File (FILE08) is purged of any records older than one month prior to the oldest distribution date. Although this form is available and the process can be run online, we recommend it be run in a batch background process (for optimal performance).

Note: *When running this program for Reporting Administration purposes, you must edit the Distributed Access Log Table (DSRULE) to include the last key processed.*

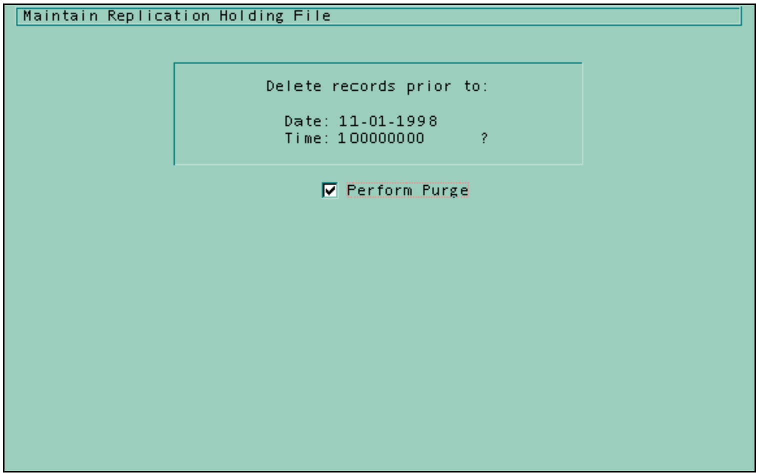
1. Access the Maintain Replication Holding File form (DSCL08)

Access this form by making the following selection from the Navigator:

Component: Distributed Administration
Process: Maintain Replication Holding File
Task: Maintain Replication Holding File

2. Click the Perform Purge check box

Click the Perform Purge check box to indicate a purge is to take place.



3. Click Save or press Enter

The Replication Holding File (FILE08) is purged of records older than one month prior to the oldest distribution date.

Displaying the Replication Holding File (FILE08)

Use this form to display the status of the Replication Holding File (FILE08).

Access the Display Replication Holding File form (DSP08)

Access this form by making the following selection from the Navigator:

Component:	Distributed Administration
Process:	Display Replication Holding File
Task:	Display Replication Holding File

Changes to option lists and tables, as well as payroll, company, and employee information are displayed:

```
....+....1....+....2....+....3....+....4....+....5....+....6....+
DS999999      199811231340035190M1001     99EE 888-88-800000001
C  29  EE 888-88-8001 16  F01          243F21  215D17        01      00  9F99
       EE 888-88-8001 16  F01          243F21  215D17        01      00  9F99
DS999999      199811231340035210M1001     99EE 888-88-800000002
C  30  FO01Transfer Me, To Node1 11.23   1010 MISTY LANE              UNIT 4
       FO01Transfer Me, To Node1 ON 11-231010 MISTY LANE              UNIT 4
----End of file----
```

Maintaining the Replication Holding file (MNTF08)

Note: *Although the form is available and the process can be run online, we recommend it be run in a batch background process (for optimal performance).*

Run the Replication Maintenance Program as part of your regularly scheduled maintenance. Retention parameters are used against the current date on the server. The retention parameters are subtracted from the current date and a work date is computed. The work date is then compared against the dates previously processed by Distributed Administration UDS3 and Reporting Administration VRAI records. The lesser of the two dates is used in the purge process. Accordingly, the Replication Holding File (FILE08) is purged of any records older than allowed.

Note: *A Reporting Administration incremental extract or a Distributed Administration replication must have previously taken place or the system will not purge FILE08.*

1. Create a Replication Maintenance Program (MNTF08) control record in FILE04

Control record format:

In these positions	Enter	Description
23–28	MNTF08	Program name
31–32	YY	Number of years you want to retain data (for example, for 1 year, enter '01') Valid entries = 0–99
33	blank	leave this position blank
34–35	MM	Number of months you want to retain data (in addition to the number of years in positions 31–32) (for example, for 1 year+4 months, enter '01' in positions 31–32 and '04' in positions 34–35) Valid entries = 0–12
36	blank	leave this position blank
37–38	DD	Number of days you want to retain data (in addition to the number of years in positions 31–32 and months in positions 34–35) (for example, for 1 year+4 months+3 days, enter '01' in positions 31–32, '04' in positions 34–35, and '03' in positions 37–38) Valid entries = 0–31
39–41	blank	leave this position blank

In these positions	Enter	Description
42	Y or N	Flag for Distributed Administration if you want the computed work date to be compared against Distributed Administration replication dates and UDS records.
43	blank	leave this position blank
44	Y or N	Flag for Reporting Administration Incremental Extract if you want the computed work date to be compared against Reporting Administration incremental extract dates and VRAI records.
45	blank	leave this position blank

Note: *The least amount of time you may configure is a single day. Thus, the Replication Holding File (FILE08) will always contain at least one day's records.*

Examples:

1 year, 4 months, 3 days, flagged for Reporting Administration Incremental Extract

```
          1    1    2    2    3    3    4    4    5     8
0....5....0....5....0....5....0....5....0....5....0 ... 0
                       MNTF08  01 04 03   N Y
```

1.5 months, flagged for Distributed Administration and Reporting Administration Incremental Extract

```
          1    1    2    2    3    3    4    4    5     8
0....5....0....5....0....5....0....5....0....5....0 ... 0
                       MNTF08  00 01 15   Y Y
```

3 months, flagged for Distributed Administration

```
          1    1    2    2    3    3    4    4    5     8
0....5....0....5....0....5....0....5....0....5....0 ... 0
                       MNTF08  00 03 00   Y N
```

2. Execute the CBSVB program with FILE04 as input

The following are the input files, output files, and the program you need to execute:

INPUT	FILE04 FILE08	Control record file Replication Holding File
OUTPUT	FILE03 FILE08	Audit/message File Replication Holding File
EXECUTE	CBSVB	Core program

Interpreting Distributed Administration diagnostic reports

There are several diagnostic reports available that relate directly to Distributed Administration operations. The report you obtain depends on the role of your local DL in the operation performed.

For instance, even though a source and target DL participate in the same transaction (file transfer of updated data from one to the other) the DLs generate different reports. The source DL performs the Replication Distribution Program (DSTRIB) operation and generates a DSTRIB Diagnostic Report. The target DL performs the Replication Reception Program (DSRECV) operation and generates the DSRECV Diagnostic Report.

Note: *If you want to compare these reports to identify any anomalies, you must make your own arrangements to share reports between nodes.*

If you want to review a diagnostic report, follow these steps:

1. Print out the reports as part of the regular jobstream

If you regularly print system reports as part of your regular jobstream, do so with these reports, as well. Otherwise, you may want to route the online output files to viewing queues for later retrieval.

2. Review the 'PROCESSING STATISTICS' section at the end of the report and compare statistics

Compare the 'PROCESSING STATISTICS' section at the end of each transaction report (for example, compare the DSTRIB and DSRECV reports for a single distribution between a source and target node).

Identifying errors

If you want to correct errors that occurred during the application of data changes, follow these steps:

1. Review the DSAPLY Processing Report

This report simply lists errors encountered and identifies them for your troubleshooting.

2. Review the records causing CE (collision) and RL (record length) errors

Collision errors should never occur. If they do, it means the data at the target DL side of the distribution has already been changed in some way. You must determine if the data is indeed in error and a revision is necessary, or if the data at both ends of the distribution is correct.

Record length errors must be dealt with systematically. Any time this error is received, it is an indication of a larger problem: configuration compatibility between nodes (DLs).

3. Make any necessary changes

- For CE errors, disable Distributed Administration at the faulty location, revise the records to reflect the correct data, then enable Distributed Administration.
- For RL errors, make record length compatible between DLs, then either make changes to the records manually, restore the target DL's original FILE01, FILE02, and FILE08 (if the DSAPLY control record used during the first application called for updating FILE08), or reapply the changes.

Logging revisions and applying new data resulting from the payroll process

If you want to replicate and distribute data updates resulting from a payroll process, follow these steps:

1. Create a P05RDR control record

Control record format:

In these positions	Enter	Description
1–6	DSPACK	Program name
7	Y or N	Y = Drop Timecards (FFT), Batch (FFB), and Adjustments (FFK) records from the payroll process N = Write Timecards (FFT), Batch (FFB), and Adjustments (FFK) records to output file 'Y' is the default; a space is the same as 'Y'
8	Y or N	Y = Write Labor records to output file N = Do not write Labor records from the payroll process 'Y' is the default; a space is the same as 'Y'
9	Y or N	Y = Write Payment History records to output file N = Do not write Payment History records to output file 'Y' is the default; a space is the same as 'Y'
10	Y or N	Y = Write H records (tax specification records) to output file N = Do not write H records (tax specification records) to output file 'Y' is the default; a space is the same as 'Y'
11	Y or N	Y = FILE08 is output file N = FILE20 is output file 'Y' is the default; a space is the same as 'Y'
12	spaces	

Example:

```
          1    1    2    2    3    3    4    4    5     8
0....5....0....5....0....5....0....5....0....5....0 ... 0
 DSPACKN   N
```

2. Execute the Packetizer Program with FILE04 as P05RDR input

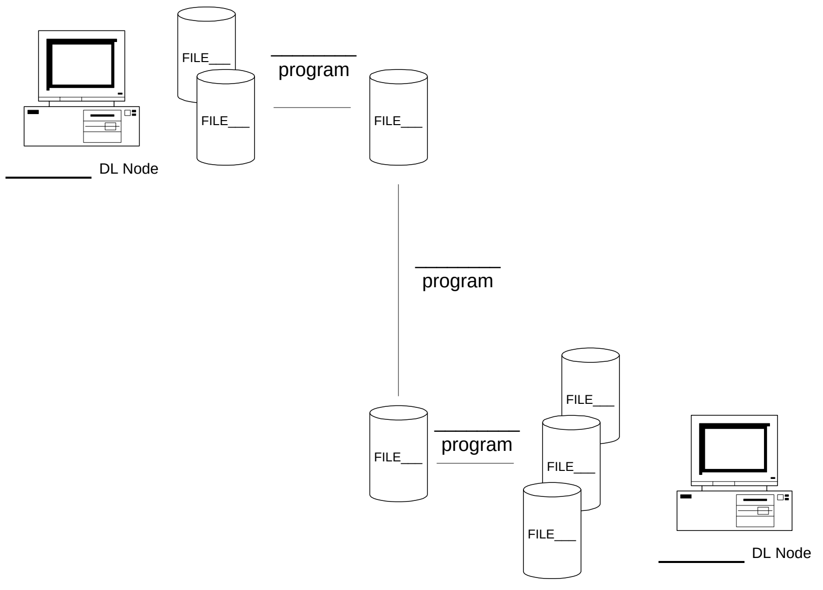
The following are the input files, output files, and the program you need to execute:

INPUT	P05RDR P20OLD P20NEW	Control record file Input Master to Batch Payroll Output Master from Batch Payroll
OUTPUT	PRINT1 FILE20 or FILE08	Audit/message file Replication Packet File or Replication Holding File
EXECUTE	DSPACK	Packetizer Program

3. Insert the Packetizer Program job between the pay run and pay merge processes

Extended Practice

1. The diagram below illustrates Distributed Administration . Complete the blanks in the diagram with the type of DL, files involved in the operation, and programs used to perform the Distributed Administration operation.



2. Note the pages where the control record examples are located for the following Distributed Administration operations:

DSRECV	**Page**_______________
DSPACK	**Page**_______________
DSAPLY	**Page**_______________
DSTRIB	**Page**_______________

3. Write the control record required to replicate and distribute data updates resulting from a recent pay run. Accept all defaults, but do not write Payment History records to the output file.

```
1    1    2    2    3    3    4    4    5    5    6 ... 8
0....5....0....5....0....5....0....5....0....5....0 ... 0
```

4. Perform an online purge of the Replication Holding File.

5. The reports that follow illustrate both ends of a distribution. The DSTRIB Diagnostic Report is generated at the source DL and the DSRECV Diagnostic Report is generated at the target DL. Circle the areas on the following reports where you can look to find problems.

```
DSTRIB DIAGNOSTIC REPORT                                                                PAGE     1
PROGRAM VERS. 36.00       *COPYRIGHT (C) 2004  HEWITT ASSOC LLC       TIME 04:16:26 DATE 10/12/04
    OPTIONS USED IN THIS RUN
 DL      ---------- HOST ---------   -------- DL NODE ---------                              NEED
NODE    MACHINE    CODE   TO-DATE    MACHINE   CODE   TO-DATE   INPUT FILE   DIRECT     CONVERSION
PFG01      PC       ASCII    4B         PC      ASCII     4B        FILE08       N            N
          BATCH HEADER RECORD:              - RECORDS WRITTEN TO FILE21:           1
          CONTROL1-2/SUB-C1-2: 991111       - RECORDS WRITTEN TO FILE21:          11
          CONTROL1-2/SUB-C1-2: 993333       - RECORDS WRITTEN TO FILE21:         560
          CONTROL1-2/SUB-C1-2: 995555       - RECORDS WRITTEN TO FILE21:         364
          CONTROL1-2/SUB-C1-2: 996666       - RECORDS WRITTEN TO FILE21:         369
          CONTROL1-2/SUB-C1-2: 999999       - RECORDS WRITTEN TO FILE21:       6,916
          TRAILER RECORD:                   - RECORDS WRITTEN TO FILE21:           1
          BATCH TOTAL:       8,222
```

```
***********************************************************************************************
                             DSRECV DIAGNOSTIC REPORT                                 PAGE     1
PROGRAM VERS. 36.00      COPYRIGHT (C) 2004  HEWITT ASSOC LLC       TIME 09:15:20 DATE 10/12/04
       NO CONVERSION PERFORMED IN THIS RUN
          BATCH HEADER RECORD:              - RECORDS WRITTEN TO FILE20:           1
          CONTROL1-2/SUB-C1-2: 991111       - RECORDS WRITTEN TO FILE20:          11
          CONTROL1-2/SUB-C1-2: 993333       - RECORDS WRITTEN TO FILE20:         560
          CONTROL1-2/SUB-C1-2: 995555       - RECORDS WRITTEN TO FILE20:         364
          CONTROL1-2/SUB-C1-2: 996666       - RECORDS WRITTEN TO FILE20:         369
          CONTROL1-2/SUB-C1-2: 999999       - RECORDS WRITTEN TO FILE20:       6,916
          TRAILER RECORD:                   - RECORDS WRITTEN TO FILE20:           1
          BATCH TOTAL:       8,222
```

Review of Questions Answered

1. What program is used to recover lost data from a Replication Holding File (FILE08)?

2. What program is used to log data revisions and update DLs (local and remote) during the payroll process?

3. What is the difference between a recovery operation and a distribution operation?

4. What is a collision error? What can you do about it?

PART 3

Appendices

In This Section

APPENDIX A

Report Quick Reference

In This Appendix

Introduction

The Report Quick Reference provides a quick reference guide to the reports covered in this documentation.

DSTRIB Diagnostic Report (DISTRIB)

Business Purpose

This report provides detailed information about a specific distribution activity that has taken place at the source DL.

Navigation Access

This report is automatically generated at the source DL site when a Replication Distribution Program operation has been performed.

See also:

- Interpreting Distributed Administration diagnostic reports ***(on page 75)***
- Identifying errors ***(on page 75)***

DSTRIB Diagnostic Report (DISTRIB) - example

```
                                      DSTRIB DIAGNOSTIC REPORT                               PAGE     1
PROGRAM VERS. 36.00       *COPYRIGHT (C) 2004  HEWITT ASSOC. LLC       TIME 09:14:46 DATE 11/12/2004
    OPTIONS USED IN THIS RUN

    DL       ---------- HOST ---------   -------- DL NODE ---------                              NEED
   NODE     MACHINE    CODE   TO-DATE    MACHINE   CODE   TO-DATE   INPUT FILE   DIRECT     CONVERSION

   PFG01      PC       ASCII    4B         PC      ASCII     4B        FILE08       N            N
          BATCH HEADER RECORD:                - RECORDS WRITTEN TO FILE21:           1
          CONTROL1-2/SUB-C1-2: 991111       - RECORDS WRITTEN TO FILE21:          11
          CONTROL1-2/SUB-C1-2: 993333       - RECORDS WRITTEN TO FILE21:         548
          CONTROL1-2/SUB-C1-2: 995555       - RECORDS WRITTEN TO FILE21:         364
          CONTROL1-2/SUB-C1-2: 996666       - RECORDS WRITTEN TO FILE21:         369
          CONTROL1-2/SUB-C1-2: 999999       - RECORDS WRITTEN TO FILE21:       6,916
          TRAILER RECORD:                     - RECORDS WRITTEN TO FILE21:           1
          BATCH TOTAL:       8,210
```

DSRECV Diagnostic Report (DSRECV)

Business Purpose

This report provides detailed information about a specific distribution activity that has taken place at the target DL.

Navigation Access

This report is automatically generated at the source DL site when a Replication Reception Program operation has been performed.

See also:

- Interpreting Distributed Administration diagnostic reports ***(on page 75)***
- Identifying errors ***(on page 75)***

DSRECV Diagnostic Report (DSRECV) - example

```
                             DSRECV DIAGNOSTIC REPORT                         PAGE     1
PROGRAM VERS. 36.00      COPYRIGHT (C) 2004  HEWITT ASSOC. LLC           TIME 09:15:20 DATE 11/12/2004
       NO CONVERSION PERFORMED IN THIS RUN

          BATCH HEADER RECORD:              - RECORDS WRITTEN TO FILE20:           1
          CONTROL1-2/SUB-C1-2: 991111       - RECORDS WRITTEN TO FILE20:          11
          CONTROL1-2/SUB-C1-2: 993333       - RECORDS WRITTEN TO FILE20:         548
          CONTROL1-2/SUB-C1-2: 995555       - RECORDS WRITTEN TO FILE20:         364
          CONTROL1-2/SUB-C1-2: 996666       - RECORDS WRITTEN TO FILE20:         369
          CONTROL1-2/SUB-C1-2: 999999       - RECORDS WRITTEN TO FILE20:       6,916
          TRAILER RECORD:                   - RECORDS WRITTEN TO FILE20:           1
          BATCH TOTAL:       8,210
```

DSAPLY Processing Report (DSAPLY)

Business Purpose

This report provides detailed information about the application of distributed data on the local system.

Navigation Access

This report is automatically generated at the source DL site when a Replication Application Program operation has been performed.

See also:

- Interpreting Distributed Administration diagnostic reports ***(on page 75)***
- Identifying errors ***(on page 75)***

DSAPLY Processing Report (DSAPLY) - example

```
                                     DSAPLY PROCESSING REPORT

Total packet records read from FILE20 = 000008210

         Total Collision Errors found = 000000000
```

Packetizer Diagnostic Report (DSPACK)

Business Purpose

This report provides detailed information about the differences between the P20In and the P20OUT master files.

Navigation Access

This report is automatically generated at the source DL site when a Packetizer Program operation has been performed.

See also:

- Interpreting Distributed Administration diagnostic reports ***(on page 75)***
- Identifying errors ***(on page 75)***

Packetizer Diagnostic Report (DSPACK) - example

```
                                  PACKETIZER DIAGNOSTIC REPORT                              PAGE     1
                                                                       TIME 10:33:30 DATE 08/14/2002
OPTIONS USED IN THIS RUN:
   DROP FFT: N  PROCESS LABOUR: N   PROCESS HISTORY: Y   PROCESS TAXES: Y   FILE08: Y
CONTROL 1: 99 ACME MANUFACTURING    CONTROL 2: 1111    CONSIDERED EARNINGS/HOURS    NODE ID:  NODEX
     PACKET RECORDS:                   7
        COMPANY:                       7
        TAX:
        OTHER:
        LABOR:                EXCLUDED
        HISTORY:
        PERM. MASTER:
CONTROL 1: 99 ACME MANUFACTURING    CONTROL 2: 3333    APPLICANT TRACKING CTL 1-2   NODE ID:  NODEX
     PACKET RECORDS:                 329
        COMPANY:                       7
        TAX:
        OTHER:
        LABOR:                EXCLUDED
        HISTORY:
        PERM. MASTER:                322


                                  PACKETIZER DIAGNOSTIC REPORT                             PAGE     2
                                                                       TIME 10:33:30 DATE 08/14/2002
CONTROL 1: 99 ACME MANUFACTURING    CONTROL 2:  5555   RETIREE CTL 1-2              NODE ID:  NODEX
     PACKET RECORDS:                 270
        COMPANY:                      11
        TAX:
        OTHER:
        LABOR:                EXCLUDED
        HISTORY:                      40

CONTROL 1: 99 ACME HOSPITALS        CONTROL 2: 6666    POSITION CONTROL CTL 1-2     NODE ID:  NODEX
     PACKET RECORDS:                 330
        COMPANY:                      35
        TAX:                           4
        OTHER:                         5
        LABOR:                EXCLUDED
        HISTORY:                     122
        PERM. MASTER:                164

                                  PACKETIZER DIAGNOSTIC REPORT                              PAGE     3
                                                                       TIME 10:33:30 DATE 08/14/2002
CONTROL 1: 99 ACME MANUFACTURING    CONTROL 2: 9999    PRODUCTION CTL 1-2            NODE ID:  NODEX
     PACKET RECORDS:               1,205
        COMPANY:                       7
        TAX:
        OTHER:                         6
        LABOR:                EXCLUDED
        HISTORY:                      85
```

```
   PERM. MASTER:              1,107
PROCESSING STATISTICS:
PREVIOUS MASTER:              2,655
CURRENT MASTER:               2,436
PACKET RECORDS:               2,141
   COMPANY:                      67
   TAX:                           4
   OTHER:                        11
   LABOR:                 EXCLUDED
   HISTORY:                     247
   PERM. MASTER:              1,812
```

APPENDIX B

Program Quick Reference

These topics provide summarized instructions for performing a business task.

In This Appendix

Introduction

This Program Quick Reference provides a quick reference guide to the utilities and programs covered in this documentation.

FILE08 Creation (DSCR08)

This utility must be run in batch to create the Replication Holding File (FILE08) before Distributed Administration may be activated.

☞ *For additional information, refer to* **Planning for Distributed Administration on your Network** *(on page 25).*

See also:

- Running the Replication Management (DSCL08) Program during regularly scheduled backups ***(see "Running the Replication Management Program (DSCL08) during regularly scheduled maintenance" on page 69)***
- Running the Replication Management Program (DSCL08) online ***(on page 70)***

Packetizer (DSPACK)

This batch-only utility is used to compare the P20IN and the P20OUT master files. An output file containing the differences is generated.

☞ *For additional information, refer to* **Performing Distributed Administration Operations** *(on page 55).*

See also:

- Logging revisions and applying new data resulting from the payroll process ***(on page 76)***

Replication Application (DSAPLY)

This batch-only utility is used to apply data distributed from another computer (source DL) to the local computer (target DL) in order to share any changes.

☞ *For additional information, refer to* **Performing Distributed Administration Operations** *(on page 55).*

See also:

- Applying new, changed, and deleted data locally ***(on page 68)***
- Identifying errors ***(on page 75)***

Replication Distribution (DISTRIB)

This batch-only utility is used to copy (distribute) data that has been replicated from the source DL to a holding file and authorized for distribution. The Replication Packet File (FILE21) holds the data until the remote computer (target DL) retrieves the file.

☞ *For additional information, refer to* **Performing Distributed Administration Operations** *(on page 55).*

See also:

- Sending new, changed, and deleted data to a Replication Packet File (FILE21) ***(on page 67)***

Replication Management (DSCL08)

This utility may be run in batch or online to purge the Replication Holding File (FILE08) of any old data.

☞ *For additional information, refer to* **Performing Distributed Administration Operations** *(on page 55).*

See also:

- Running the Replication Management (DSCL08) Program during regularly scheduled backups ***(see "Running the Replication Management Program (DSCL08) during regularly scheduled maintenance" on page 69)***
- Running the Replication Management Program (DSCL08) online ***(on page 70)***

Replication Reception (DSRECV)

This batch-only utility is used to convert data received from a remote computer's Replication Packet File (FILE21) into a format usable by the target DL.

☞ *For additional information, refer to* **Performing Distributed Administration Operations** *(on page 55).*

See also:

- Obtaining the data updates your target DL is authorized to obtain ***(on page 68)***

APPENDIX C

Practice and Review Answers

In This Appendix

Overview of Using Distributed Administration

Practice

1. How can Distributed Administration enhance Company A's operation?

   Distributed Administration can reduce the time required for performing updates both at the central office and the satellite locations because only revisions to company and employee data are replicated. Additionally, these updates can be performed regularly and automatically, reducing the number of resource hours required to perform these functions. The most important benefit of applying Distributed Administration to Company A's business is that up-to-date information, including payroll and regulated areas such as OSHA and EEO (US) can be monitored in real-time.

2. Match The Solution Series file with its name and function.

   A FILE02

   B FILE21/20

   C FILE01

   D FILE08

   ____*C* *Used to maintain option lists*

   ____*B* *Replication Packet File*

   ____*D* *Used to hold local data changes*

   ____*A* *Employee Database (Master File)*

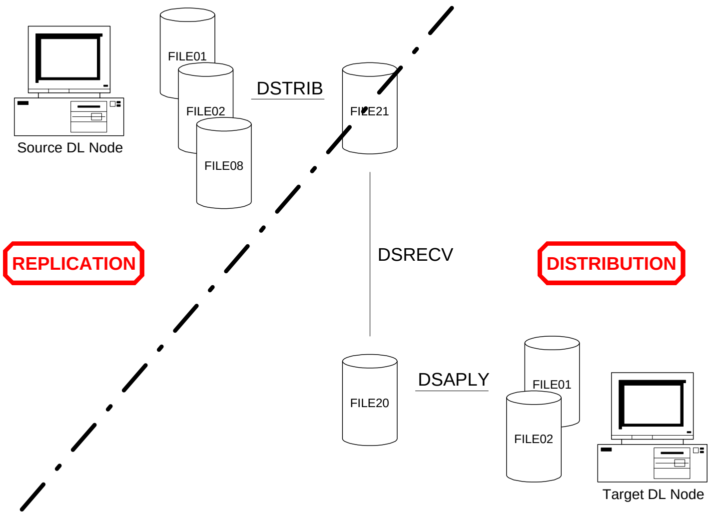
   ____*B* *Used to hold sharable data*

   ____*C* *System Control Repository (Control File)*

   ____*A* *Used to maintain company-specific data*

   ____*D* *Replication Holding File*

3. Draw a line through the process to identify where replication stops and distribution begins.



4. Place an 'X' next to the data types that may be replicated.

_____The Solution Series *system update files*

*X*____*additional entry in option list DSP01*

_____*FILE01 (all)*

*X*____*company tax information*

*X*____*new employee information*

_____*DSTRIB program*

Review

1. What are the major functions or tasks performed by Distributed Administration?

   Distributed Administration captures new data or changes to existing data. It allows different users at different locations to share new data or changed data without having to save, transfer, copy, and update the entire data repository.

2. What kinds of topologies are supported by Distributed Administration?

   Distributed Administration supports all the common topologies, including peer-to-peer, hierarchical, and specialized server topologies.

3. Which delivered programs are used to implement Distributed Administration?

   Replication Distribution Program (DSTRIB)

   Replication Reception Program (DSRECV)

   Replication Application Program (DSAPLY)

4. What is the difference between replication and distribution?

   All new data and revisions will be automatically replicated to FILE08, but only authorized data is distributed to other locations.

5. What kinds of Solution Series data can be shared via Distributed Administration?

   Any changes made to option lists and tables in the System Control Repository (Control File; FILE01), changes resulting from user input/revisions to the Employee Database (Master File; FILE02), or changes resulting from batch processing (including payroll batch processing).

Planning for Distributed Administration on your Network

Practice

1. How would you configure Distributed Administration to enhance Company A's operation?

   Part 1

   What topology will you use? Draw a map of the company computer system, using the topology you selected.

   Part 2

   Create a Node naming convention that allows for company expansion/contraction. Write the names of the nodes on the map you created for Company A.

   Document (describe it) here, then apply it to the diagram you drew in Part 1.

   Part 3

   Draw arrows on the map you drew in Part 1 indicating how the data should be routed and what data will be shared with which nodes.

   List any kind of information you do NOT want to route here.

   Part 3

   Briefly list three Distributed Administration tasks, whether the task should be performed locally at the DL site or by the system administrator at a central site only, the intervals at which these tasks should be performed, and any additional or special triggers that should precede a task.

2. Name your local computer and activate Distributed Administration.

   1. Access the SCOPTS form as the Security Officer.

   2. Enter the NODE ID.

   3. Click the Active selection box.

   4. Click OK

Review

1. What are Distributed Administration responsibilities of the system administrator?

   Implementation, configuration, and troubleshooting tasks, including initial setup, general maintenance, performance monitoring, and system updating.

2. Who 'owns' the data?

   The source DL owns all of the data additions and changes made at its location. Thus, each DL may own different data.

3. Why are naming conventions important when using Distributed Administration?

   System maintenance. Adding or deleting a location on your network is easy, so long as your naming conventions are meaningful.

4. How can you ensure Distributed Administration data security?

   Use Distributed Administration security in addition to Solutions Series security developed for your location.

5. What form is used to name your local (source) DL node?

   System Options form (SCOPTS).

Configuring a Distributed Location

Practice

1. Authorize a target DL.

   1. Access the DSNODE form.

   2. Enter the target DL's node ID.

   3. Select the target node's machine platform.

   4. Enter the shared password between your source DL and this target DL.

2. Identify the types of data that may be distributed to the target DL.

   1. Access the DSRULE form.

   2. Enter the target DL's node ID.

   3. Enter the Control 1-2 whose data you will share with this target DL.

   4. Enter a date.

3. Establish distribution rules for that DL.

   1. Access the DSRF02 form.

   2. Enter the target DL's node ID.

   3. Enter the Control 1-2 whose data you will share with this target DL.

   4. Select any exclusions (or the 'No Exclusions' option).

   5. Enter three digits in the Sequence number field.

4. Delete the distribution configuration for the target you just configured.

   1. Access the DSRF02 form.

   2. Select Actions > Delete this Entry.

   3. Access the DSRULE form.

   4. Select Actions > Delete this Entry.

   5. Access the DSNODE form.

   6. Select Actions > Delete this Entry.

Review

1. What are distribution rules?

Distribution rules allow the source DL to limit access to specific information by another location

2. What forms are accessed when configuring distribution rules for a target DL node?

   Distributed Location Node Control Table (DSNODE)

   Machine Parameters Table (DSMACH)

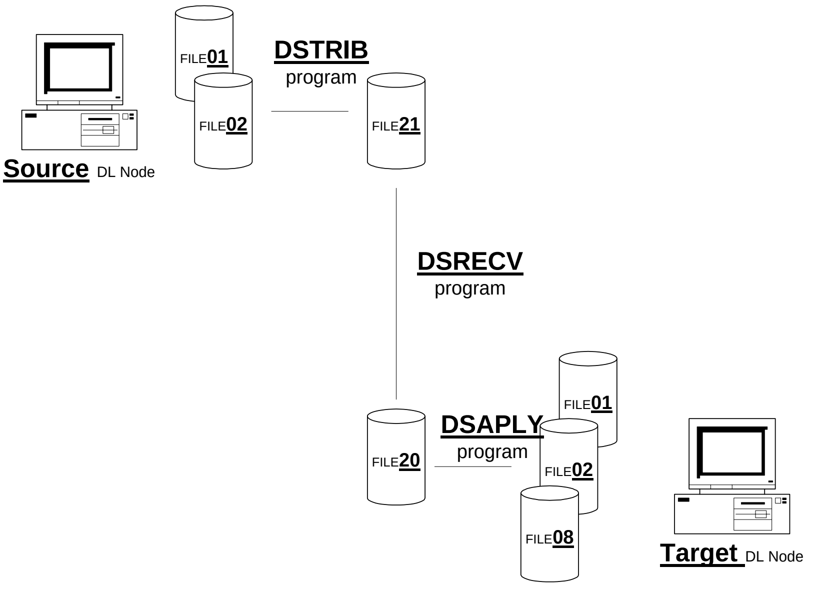
   Distribution Access Log Table (DSRULE)

   Distribution Rules Table (DSRF02)

Performing Distributed Administration Operations

Practice

1. The diagram below illustrates Distributed Administration. Complete the blanks in the diagram with the type of DL, files involved in the operation, and programs used to perform the Distributed Administration operation.



2. Note the pages where the control record examples are located for the following Distributed Administration operations:

   DSRECV *(see "Obtaining the data updates your target DL is authorized to obtain" on page 68)*

   DSPACK *(see "Logging revisions and applying new data resulting from the payroll process" on page 76)*

   DSAPLY *(see "Applying new, changed, and deleted data locally" on page 68)*

   DSTRIB *(see "Sending new, changed, and deleted data to a Replication Packet File (FILE21)" on page 67)*

3. Write the control record required to replicate and distribute data updates resulting from a recent pay run. Accept all defaults, but do not write Payment History records to the output file.

```
             1    1    2    2    3    3    4    4    5      8
0....5....0....5....0....5....0....5....0....5....0 ... 0
 DSPACKN   N
```

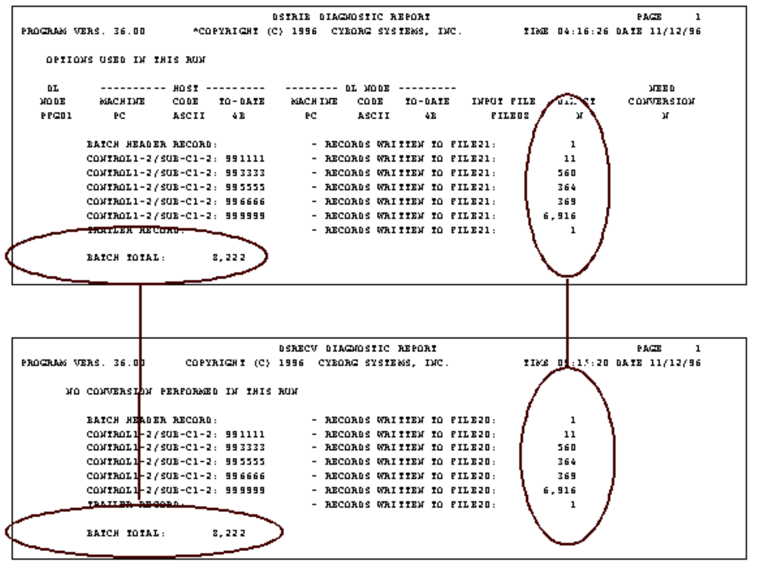
4. Perform an online purge of the Replication Holding File.

   1. Access the DSCL08 form.

   2. Click Perform Purge.

   3. Click OK.

5. The reports that follow illustrate both ends of a distribution. The DISTRIB report is generated at the source DL and the DSRECV report is generated at the target DL. Circle the areas on the following reports where you can look to find problems.



```
                                    DSTRIB DIAGNOSTIC REPORT                                PAGE     1
PROGRAM VERS. 36.00       *COPYRIGHT (C) 1996  CYBORG SYSTEMS, INC.        TIME 04:16:26 DATE 11/12/96

    OPTIONS USED IN THIS RUN

   DL      ---------- HOST ---------   -------- DL NODE --------                          NEED
  NODE     MACHINE     CODE   TO-DATE   MACHINE   CODE   TO-DATE   INPUT FILE   DL-CT    CONVERSION
  PPG01      PC       ASCII     4B        PC      ASCII     4B       FILE08       N          N

          BATCH HEADER RECORD:                  - RECORDS WRITTEN TO FILE21:          1
          CONTROL1-2/SUB-C1-2: 991111           - RECORDS WRITTEN TO FILE21:         11
          CONTROL1-2/SUB-C1-2: 993333           - RECORDS WRITTEN TO FILE21:        560
          CONTROL1-2/SUB-C1-2: 995555           - RECORDS WRITTEN TO FILE21:        364
          CONTROL1-2/SUB-C1-2: 996666           - RECORDS WRITTEN TO FILE21:        369
          CONTROL1-2/SUB-C1-2: 999999           - RECORDS WRITTEN TO FILE21:      6,916
          TRAILER RECORD:                       - RECORDS WRITTEN TO FILE21:          1

          BATCH TOTAL:        8,222
```

```
                                    DSRECV DIAGNOSTIC REPORT                                PAGE     1
PROGRAM VERS. 36.00       COPYRIGHT (C) 1996  CYBORG SYSTEMS, INC.         TIME 05:15:20 DATE 11/12/96

      NO CONVERSION PERFORMED IN THIS RUN

          BATCH HEADER RECORD:                  - RECORDS WRITTEN TO FILE20:          1
          CONTROL1-2/SUB-C1-2: 991111           - RECORDS WRITTEN TO FILE20:         11
          CONTROL1-2/SUB-C1-2: 993333           - RECORDS WRITTEN TO FILE20:        560
          CONTROL1-2/SUB-C1-2: 995555           - RECORDS WRITTEN TO FILE20:        364
          CONTROL1-2/SUB-C1-2: 996666           - RECORDS WRITTEN TO FILE20:        369
          CONTROL1-2/SUB-C1-2: 999999           - RECORDS WRITTEN TO FILE20:      6,916
          TRAILER RECORD:                       - RECORDS WRITTEN TO FILE20:          1

          BATCH TOTAL:        8,222
```

Review

1. What program is used to recover lost data from a replication holding file (FILE08)?

   DSAPLY with a specified recovery parameter

2. Which program is used to log data revisions and update DLs (local and remote) during the payroll process?

DSPACK

3. What is the difference between a recovery operation and a distribution operation?

   A distribution operation uses FILE20 as input and a recovery operation uses FILE08 as input.

4. What is a collision error? What can you do about it?

   If a collision error occurs, the data distributed to update the local computer is no different than what is already there. Review the DSAPLY Diagnostic report, locate errors, determine what is correct, then revise the records at both ends of the distribution (source and target).

APPENDIX D

Messages and Troubleshooting

In This Appendix

Introduction

This section provides information on error messages that might occur while running particular programs, and possible fixes.

Selected FILE08 Display (DS8SEL)

The following message might occur while running this program:

Message	Meaning/Solution
File08 Selection Display Is Completed	All records have been displayed as per the selection parameters entered on the DS8SEL form.

Distributed Location NODE Control Table (DSNODE)

The following messages might occur while running this program:

Message	Meaning/Solution
DS-NODE-ID must be entered	A Node-ID is missing, and must be entered.
Machine Type must be entered	The Machine Type is missing, and must be entered.
Cannot delete TABLE, DSRULE TABLE exists	A 'Z-DELETE' on the DSNODE form is being attempted and a corresponding DSRULE entry still exists for the node being removed. Action: Remove the DSRULE entry(-ies) before removing the DSNODE entry.

Distributed Access Log Table (DSRULE)

The following messages might occur while running this program:

Message	Meaning/Solution
Cannot Delete Table, DSRF02 table Exists	A 'ZDELETE' on the DSRULE form is being attempted while a corresponding DSRF02 entry still exists for the node being removed. Action: Remove the DSRF02 entry (-ies) before removing the DSRF02 entry.
DSR-CONTROL-1-2 Not Found	The Control 1-2 entry on the DSRULE form is equal to SPACES or a non-existent Control 1-2. Action: Enter a Valid Control 1-2.
DSR-SUB-CNTRL-1-2 must be SPACES	The Sub Control 1-2 value must be SPACES.
DSR-DATE must be entered	The DSR-DATE on the DSRULE form must have a valid date. Action: Enter a valid date for the DSR-DATE.
DSR-REC-KEY must be SPACES	During the addition of a DSRULE entry, the DSR-REC-KEY field must be SPACES.
DSR-SEQ-NBR must be SPACES	During the addition of a DSRULE entry, the DSR-SEQ-NBR field must be SPACES.
DSR-NODE-ID not found	The Node-ID specified on the DSRULE form does not have a corresponding DSNODE entry. Action: Verify the Node-ID entered and adjust the DSNODE form if necessary.

Distribution Rules Table (DSRF02)

The following messages might occur while running this program:

Message	Meaning/Solution
DSF2F-SUB-CNTRL-1-2 must be SPACES	The Sub Control 1-2 value on the DSRF02 form must be SPACES.
DSF2-DSTRIB-RULE must be entered	A Distribution rule must be entered or selected when updating the DSRF02 form.
DS-NODE-ID not found	The Node ID specified on the DSRF02 form does not have a corresponding DSNODE entry. Action: Verify Node ID entered and adjust the form if necessary.
DSF2-CONTROL-1-2 not valid for NODE	The Control 1-2 entered on the DSRF02 form does not have a corresponding entry on the DSRULE form. Action: Verify Node ID and Control 1-2 values on the DSRF02 form and adjust the DSRULE form if necessary.

Replication Management (DSCL08)

The following messages might occur while running this program:

Message	Meaning/Solution
Distrbution Solution is not active	Check the SCOPTS form and ensure that the Distributed Administration is checked as Active.
No Distribution has occurred	No DSRULE records are found on FILE01. Therefore, no deletion of FILE01 records will occur.

Replication Application (DSAPLY)

The following messages might occur while running this program:

Message	Meaning/Solution
Unexpected record encountered	The first record processed on FILE20 was not an F record (Batch Header). Action: Check the results of the DSRECV batch process which proceeded the execution of DSAPLY.
File has not been processed through DSRECV	Conversion switch on the F record is not equal to 'N'. This indicates that DSRECV was not executed. Action: Check to ensure that a prior DSRECV process has been run.
ADD Failed—Segment:____ Key:____. Segment already exists.	An attempt to add a new segment has occurred, but the segment already exists on FILE02. Action: Check the contents of the segment on the target enhancement and determine whether the update is required. If necessary, make the update on the target environment.
DELETE Failed for Segment:____ Key:____ Segment not found	An attempt to delete an existing segment has occurred, but the segment does not exist in the target environment.
Change failed for Segment:____ Key:____. Segment not found	An attempt to change an existing segment has occurred, but the segment does not exist in the target environment. Action: Add the segment to the new environment, but make sure the Distributed Administration is turned off during the addition of this segment, otherwise an add transaction will be sent back to the host site and cause a collision error.
FILE 02 Table Not Found for: Table:____	A segment being added, changed, or deleted was not found on the ZXCYB88T records. Action: Run F-XEF to rebuild the ZXCYB88T records. Also, make sure the data being added has field definitions set up to define the data being applied to the target environment.
Employee area full for Employee ____ in Organization ____	Action: Examine current Area 2 expansion values and expand this area in order for this employees activity to be applied to the target environment.
FILE 02 update failed for: ____ Activity Type:____	The DSAPLY program encountered a problem with performing the activity noted in the message. Research and reapply this data if necessary.
ADD operation failed for: ____ record already exists	An attempt is being made to add a new employee, company, and/or tax record, but the record already exists.
Change operation filed for: ____ record not found	An attempt is being made to change an existing employee, company, and/or tax record, but the record is not found on FILE02.

Message	Meaning/Solution
File update failed for: ____	A problem exists with FILE01 option lists and/or table maintenance. Verify that if the activity is an add transaction, the record does not already exist. If the activity represents a change or a delete, the record being applied must be present on the file.
Record count sent/processed does not match	The record count on the Z record on FILE20 does not match the number of records processed by DSAPLY. Action: Verify that the FILE20 has not been damaged or compromised.
DSAPLY encountered collision errors	This message indicates that there are collision errors included in this execution of DSAPLY.

Packetizer (DSPACK)

The following messages might occur while running this program:

Message	Meaning/Solution
Invalid control record	Examine the P05RDR control record and compare to the explanations of the DSPACK control record in Performing Distributed Administration Operations.
Invalid record type	The P20 record being processed has an invalid record type. The valid record types are D, W, H, and M. Action: Investigate the employee being reported next to the error message and correct the record on FILE02.
Invalid segment type	The P20 record being processed has an invalid segment code. Action: Investigate the employee being reported next to the error message and correct the record on FILE02.
Unidentified segment code	The DSPACK program has determined that a segment on the P20 record cannot be found on the ZXCYB88T records. Action: Investigate the employee being reported next to the error message. Record the segment information and correct the record on FILE 02.
Premature end of file	The P20 file being processed does not have an end of file record. Action: Ensure that the proper P20 file is being utilized. Also, check to ensure that the PAYXTR, PAYRUN, and MNTRUN processes were successfully completed.
Is Out of Sequence	Missing records are present on the P20 file being processed. Action: Ensure that the proper P20 file is being utilized. Also, check to ensure that the PAYXTR, PAYRUN, and MNTRUN processes were successfully completed.
Record is Too Big	The record on the P20 file exceeds 64K. Action: If the record size is correct, then the DSPACK program must be changed to accommodate this large record.
Error Opening Files	The FILE04 being accessed cannot be found. Please check the script to ensure that the proper file is being accessed.

Replication Distribution (DSTRIB)

The following messages might occur while running this program:

Message	Meaning/Solution
Invalid Run Option Found	The FILE04 parameter card has an invalid entry. Action: Refer to 'Performing Distributed Administration Operations' for the proper options to use.
No AA Computer Record Found	In order to run DSTRIB, FILE01 must have an AA record which identifies the type of environment DSTRIB is being executed on.
Error reading UDS1 table	The DSTRIB program could not find a DSNODE (UDS1) record for the Target Node being processed. Action: Check the DSNODE form to ensure an entry exists for the target node designated in the FILE 04 parameter card.
Incorrect batch password	The DSTRIB program has found that the password on the FILE04 parameter card does not match the password on the DSNODE table record for the target node. Action: Check the DSNODE form for the password of the target node and compare to the FILE 04 parameter card designation.
Error reading UDS2 table	The DSTRIB program could not find a machine table record for the Machine ID designated in the 'AbA Computer' record. Action: Check the designation in the 'AbA record' in the FILE01 and match against the current UDS2 records on FILE01.
Error reading UDS3 table	The DSTRIB program could not find a DSRULE (UDS3) record for the target node specified. Action: Check the DSRULE form to ensure at least one entry exists for the target node designated in the FILE04 parameter card.
Error reading RFT table	The DSTRIB program could not find any RFT records. Action: Run F-XREF to create RFT records.
ETL Table Overflow: ____	The number of ETL records exceeded 700. Action: Expand the ETL table in the DSTRIB program.
Error Reading ETL Table	The DSTRIB program could not find any ETL record. Action: Check FILE01 via DSP01 for ETL records. If they are not present, restore FILE01.

Message	Meaning/Solution
No Extract Record Found	The DSTRIB program found that there were no FILE08 records for the target node. No data was extracted for this execution of DSTRIB. Action: Check to make sure the desired target node is specified in the DSTRIB control card properly, saying '1st Record Not Batch Header'. The DSTRIB program is utilizing FILE20 as input and has found that the first record on that FILE20 is not an F record. Action: Check to ensure that the proper FILE20 is being used.
2nd Record Not Packet Header	The DSTRIB program is using FILE20 as input. The second record FILE20 should be a Header Record (H), but it is not. Action: Check to ensure the proper FILE20 is being utilized.
Record Length Greater than 846	The DSTRIB program is attempting to write a FILE21 record greater than 846 characters in length. Action: Check the record displayed with this error message and verify the type of record being Distributed.
Error Opening File	The DSTRIB program cannot successfully open FILE01 and/or FILE08. Action: Check the script to ensure the correct FILE01 and/or FILE08 is being utilized.
Non-Numeric Record Length	The segment length on the FILE08/FILE20 record is not numeric. Action: Remove erroneous records from FILE08/FILE20 and rerun DSTRIB.
Invalid Record Type	The DSTRIB is using FILE20 as input and the record is being processed in the first position is not equal to A, C, D, F, H, or Z. Action: Remove the record being displayed with this error and rerun the DSTRIB program.
Error Searching RFT-TBL	The DSTRIB program could not find the RFT record for the detail record being processed.
Non-numeric Type 1 Value	The DSTRB program has found a numeric field and spaces. Action: Examine the record that is displayed with this error and verify all the numeric fields on this record. Correct the problem data on the host environment and rerun DSTRIB.
Unknown Char in Byte 35	The DSTRIB program has found an invalid sign byte on a numeric field. Action: Examine the record that is displayed with this error and verify the structure of this signed numeric field. Correct the problem data on the host environment and rerun DSTRIB.
Error Searching ETL-TBL	The DSTRIB program could not find the ETL record for the detail record being processed.Error recounting UDS3 TBL

Message	Meaning/Solution
Error recounting UDS3 TBL	The DSTRIB program was unable to update the target node's DSRULE records. Action: Check to ensure that DSRULE table records are present for the target node's Control 1-2 being processed.

Replication Reception (DSRECV)

The following messages might occur while running this program:

Message	Meaning/Solution
Invalid Run Option Found	The FILE04 parameter card has an invalid entry. Action: Refer to Performing Distributed Administration Operations for the proper options to be used.
1st Record not Batch Header	The DSRECV program is utilizing FILE21 as input and has found that the first record on that file is not an F record. Action: Check to ensure that the proper FILE21 is being utilized and that there were no file transfer issues in regards to the movement of this file from the host environment to the local target environment.
2nd Record not Packet Header	The DSRECV program is using FILE21 as input. The second record on FILE21 should be a header record (H) but it is not. Action: Check to ensure that the proper FILE21 is being utilized and that there were no file transfer issues in regards to the movement of this file from the host environment to the local target environment.
Error Reading RFT Table	The DSRECV program could not find any RFT records. Action: Run F-XREF to create RFT records.
Error Reading ETL Table	The DSRECV program could not find any ETL records. Action: Check FILE01 via DSP01 for ETL records. If they are not present, restore FILE01.
Error Reading Next Record	The DSRECV program has attempted to read a record on FILE21, but was unsuccessful. Action: Check to ensure that there were no file transfer issues in regards to the movement of this file from the host environment to the local environment (target).
Error Opening File	The DSRECV program can not successfully open FILE01. Action: Check the script to ensure that the correct FILE01 is being utilized.
Non-Numeric Record Lengths	The segment length on the FILE21 record is not numeric. Action: Remove the erroneous record being displayed with this error message from FILE21.
Invalid Record Type	The DSRECV program is using FILE21 as input and the record being processed in the first position is not equal to A, C, D, F, H, or Z. Action: Remove the record being displayed with this error and rerun the DSRECV process.
Error Searching RPT-TBL	The DSRECV program could not find the RFT record corresponding to the detail record being processed by DSRECV.

Message	Meaning/Solution
Unknown Char in Byte 35	The DSRECV program has found an invalid sign byte on a numeric field. Action: Examine the record that is displayed with this error and verify the structure of this signed numeric field. Correct the problem data on the host environment and rerun DSTRIB and DSRECV.
Non-Numeric Value in Type 1	The DSRECV program has found a numeric field that contains a combination of numeric data and spaces. Action: Examine the record that is displayed with this error and verify all the numeric fields. Correct the problem data on the host environment, then rerun the DSTRIB and DSRECV.
Error Searching ETL-TBL	The DSRECV program could not find the ETL record for the FILE21 detail record being processed.
RFT Table Overflow ____	The number of RFT records exceeded 2400. Action: Expand the RFT Table in the DSRECV program.
ETL-Table Overflow ____	The number of ETL records exceeded 700. Action: Expand the ETL-TBL in the DSRECV program.
Non-Numeric Value in Comp	The DSRECV program has detected a new numeric character in the middle of a computational field. Action: Examine the record displayed with this error message and correct the data in the host environment. Rerun DSTRIB and DSRECV for the target node.
Incorrect Segment Length	The DSRECV program has determined that the segment length in the FILE21 record is incorrect. Action: Examine the record displayed with this error message and verify the segment length.

Glossary of Terms

.EXE
A binary file containing a program in machine language that is ready to be executed.

.INI
A file that contains the parameters (values) used by the .exe file (program).

360-degree appraisal
Appraisals that include evaluations from an employee's managers and supervisors, peers, subordinates, and even customers, clients, and suppliers.

820 (Premium Payment for Group Insurance Products) Transaction Set
A specific transaction, standardized by the United States government, used between Covered Entities to relay remittance information and/or premium payments for heath care insurance products.

834 (Benefit Enrollment and Maintenance) Transaction Set
A specific transaction, standardized by the United States government, used between Covered Entities to relay information relating to the initial enrollment in and subsequent maintenance of individuals enrolled in a health care insurance product.

Absence data
Employee-level absence information that is entered on the absences forms.

Absence point
User-defined number that may be assigned for a particular absence and that can be totalled over time to determine if an employee is within the accepted number of absences for a time period.

Absence type
A classification of an employee absence, such as 'jury duty' or 'sick'. Employee absences are recorded by date and absence type.

Account timeout
The period of time that elapses before a user's account becomes invalid because of inactivity.

Accumulator id
A three-position, alphanumeric identifier for a benefits accumulator.

ACH
US-specific acronym for Automated Clearing House. The ACH Network provides inter-bank clearing of electronic payments for participating depository financial institutions. The American Clearing House Association, Federal Reserve, Electronic Payments Network, and Visa act as ACH Operators—central clearing facilities through which financial institutions transmit or receive ACH entries.

Acrobat
A suite of programs developed by Adobe Systems, Inc. For creating and distributing electronic documents. Programs in the suite allow you to create a portable document format (PDF) file for a document. You can then distribute the PDF file electronically to people who view the document with their freely distributed acrobat reader. People viewing a PDF file (or document) with the Acrobat Reader see the document with the exact layout intended by the author.

Action button
An action button performs an action such as saving the information you entered or telling the system you finished reviewing a page. An action button consists of an icon (or button) accompanied by underlined text (link text). For example, at various places throughout eCyborg Interactive Workforce you may see an action button displaying a check mark accompanied by the underlined text 'save changes'. You can click either the text or the button to save your changes to the page.

Activity
Event that can happen to an employee during employment, for example, new hire, leave of absence, termination, and so forth.

Activity code
Describes the clock transaction (ring) activity, such as clock start or meal end.

Activity types
With the time and attendance solution, you can set up the system so that an employee or group of employees may clock in and out for up to eight different activities: clock-in (1), break 1 start (2), break 1 end (3), meal start (4), meal end (5), break 2 start (6), break 2 end (7), and clock end (8).

Actuarial valuation
An examination of a pension plan to determine if contributions are being accumulated at a rate sufficient to pay the promised pensions.

Adjustment
Adjustments increase or reduce to-date accumulations of earnings, deductions, and taxes. Adjustments update month-to-date, quarter-to-date, and year-to-date activity. You can also correct or eliminate deduction arrears, transfer amounts or hours from one earning or deduction to another, redistribute labor hours and dollars, and refund deductions. Adjustment transactions are processed the next time the organization is processed by the batch payroll programs during either a payroll or maintenance run.

Administration home page
The administration page that displays when a user logs on using his or her administrator user ID and password. The administration page displays links to individual administrator pages (eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration).

Administrative User ID
User ID created by an administrator with the role of eCyborg Interactive Workforce administrator. This ID differs from the employee user ID generated for the administrator.

Agent types
Agent Indicator on the Employer Information Record (QE-SCR). The field’s only allowable entries are selected from option list PR55, which consists of two agent types: Agent Indicator code and Common Pay master.

Further definition of agent types:

1. An employer that wants to use an agent prepares Form 2678, Employer Appointment, and submits the form to an agent.

The agent submits to IRS the form received from the employer along with a written request for authority to act as an agent for an employer.

The IRS gives written approval.

2. A common paymaster is a corporation that pays an employee who works for two or more related corporations at the same time.

Aggregate tax method
Method of calculating taxes in which year-to-date income is used to project annual wages (using prorating), on which taxes are calculated. With this method, the amount of tax withheld can vary from pay period to pay period. This method is useful in preventing a salesperson from being over withheld as the result of fluctuations in commission over various pay periods. It is activated in Payroll Administration by selecting aggregate/cumula tax (9) from the Withholding Method (PR09) option list on the Employee Tax Record Maintenance form. It is also referred to as cumulative tax calculation method.

Anniversary date
Period-end date for the next regularly scheduled pay run for a specific pay frequency.

Annualization
Process of calculating the annual amount of pay based on the number of pay periods and pay period amounts. Calculated by multiplying the number of pay periods in the year by the current taxable wages in the pay period.

Annualization factor
The factor that is used to multiply current pay period wages to determine annual wages. For example, a monthly pay frequency has an annualization factor of 12. Payroll Administration typically calculates income

taxes on the basis of annual wages. The annualization factor is entered by selecting an option from the Annualization (PP33) option list on the Company Pay Frequencies form for each pay frequency.

Annuitant

Someone entitled to receive or currently receiving payments from an annuity.

Annuity

A contract providing an income for a specific period of time.

Applicant

A person who is applying for a job or position in your organization. Internal applicants come from within your organization while external applicants come from outside of your organization.

Applicant organization

Organization used to store and update applicant records.

Appraisal rating

A method of ranking the performance of an employee during a given period using options ranging from 1-outstanding to 5-unsatisfactory.

Archive

To transfer files to a slower, cheaper media (usually magnetic tape) to either free up the hard disk space they occupy or to create a backup copy of the files that can be used to restore programs and/or data if there is a system failure.

Arrears

Amount that could not be deducted from an employee’s net pay because the available net amount was less than the deduction. This amount may be recorded for recovery in a future pay period.

ASCII

American **S**tandard **C**ode for **I**nformation **I**nterchange. The basis of character sets used in almost all present-day computers; US-ASCII uses only seven bits to convey some control codes, space, numbers, most basic punctuation, and unaccented letters a-z and A-Z.

Ask Me wizard

A natural language, full-text search facility within the online help. This allows users to type in a question, the wizard interprets the question, and displays related topics.

As-of reporting

Ability to report on data for a specified date or date range.

Audit record

A snapshot of information entered on a form. Audit records are stored on the employee database and are displayed on audit reports in an is/was reporting format. Adjustments and time entries are stored as audit records and are extracted for a payroll run in which they update the employee's record.

Audit report

A report that is available after the running of a program; it lists created records as well as error messages for records that could not be created.

Audit trail

A report of changes made to your employee database, such as the Payroll Audit Trail (0101) report.

Authorized absence

Absences that are generally considered as paid time away from regularly scheduled work.

Automatic plan

A plan that has been defined with a default option and default pre- or posttax indicator (also known as core/default plan).

Average deferral percentage

Percentage used in nondiscrimination and compliance testing mandated by US law. The calculation is defined as the contribution divided by the compensation.

Average rating

A rating used for performance appraisal systems with categories weighted by relative importance, where the average score reflects the weighted scores.

Back

Takes the user back to the previous page.

Badge

Time and Attendance Administration can be set up to use two different types of badge readers. The type of badge your organization uses, is determined by your third party badge reader software. The two types of badges are magnetic badges and bar code badges.

Badge error
Occurs when a badge is used to create a clock transaction (ring) and an employee has not been assigned to the badge.

Badge number
Up to ten-character ID stored on employee badges and clock transactions (rings) that tie clock transactions (rings) to an employee on the ***Employee Database*** (on page 138).

Banner
Banner forms separate groupings on forms produced from the Federal, State/Local, and Employee Queues.

Batch
A group of transactions submitted to the batch payroll processing system. Also, a collection of time entries that corresponds to an employee group, such as department.

Batch control record
Precedes all transactions separated by group; used to identify the company to which the transactions in that group apply. By entering anticipated totals for dollars and hours on the batch control record, you may verify your totals against those accumulated by the system.

Batch layout facility
A program that produces a segment layout for loading forms via batch. This was formerly known as BATCHL.

Batch Master file (P20)
Sequential version of the Payroll Master information from the Employee Database. The Batch Master File (P20) is accessed and maintained during a batch maintenance run or pay run.

Batch number
An alphanumeric field on the batch control record containing a user-defined value used to identify a unique group of time entries or transactions.

Batch processing
A processing method that runs in the background and requires limited intervention.

Batch transaction
Precedes all transactions separated by group; used to identify the company to which the transactions in that group apply. By entering anticipated totals for dollars and hours on the BATCH transaction, you may verify your totals against those accumulated by the system.

Benchmark job
A standard or point of reference for determining total job points.

Beneficiary
A person named by the participant in an insurance or pension plan to receive any benefit provided by the plan if the participant dies.

Benefits Business Partner
See ***Trading Partner*** (on page 161).

Benefits control number
A four-position, alphanumeric identifier that specifies which tables are accessed for an organization.

Benefits statement
Report that indicates the coverage and cost of each benefits plan in which an employee participates.

Big option list
A large option list that includes a search facility. This was formerly known as a big codeset.

Blocking factor
Represents the number of physical records in a logical record.

Bridge loan
A loan made to assist a relocated employee in purchasing a new residence before the sale of their old residence is complete.

Browser
Software application used to locate and display web pages. Modern browsers give users access to graphics, text, and multimedia information, including sound and video.

Budget plan year
A twelve-month period over which a salary budget is effective.

Budget scenario
The result of creating one or more salary plans in order to see the effect of different increase policies on the budget.

Budget setting
The process of analyzing and selecting an organization's salary budget for the coming plan year.

Cafeteria plan
A specific type of flexible benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with flexible benefits plan.

Calculation option list
An option list that contains calculation formula. This was formerly known as a calculation codeset.

Candidate
A person who is applying for a job or position in your organization and is under consideration.

Career planning
Providing career incentives such as advancement and additional education and training for individual employees in order to meet projected organizational needs.

Carrier record
A carrier record supplies information from one application area to another application.

Case-sensitive
A program that distinguishes between uppercase (capital) and lowercase (small) letters. A case-sensitive program that expects you to enter all commands in uppercase will not respond correctly if you enter one or more characters in lowercase.

Catalog
A file (with the extension of .cat) that contains all the information necessary for Impromptu to access and retrieve information from a relational database. The catalog provides a business view of the data, as well as information about what database to access, where the database is stored, and how the tables in the catalog are joined in the data mart.

Category code
General term used to refer to the option selected from category (PP01 and PP02) option lists on the company earnings and company deductions forms. It is used to indicate the type of earning or deduction.

CBSVB
COBOL program used to produce reports and to access or maintain The Solution Series offline.

CBT
Computer-based training. Training through use of computer.

CE/H
Abbreviation for considered earnings/hours.

Change control facility
A facility for updating and comparing your system control repository. This was formerly known as MAINTI/MAINTO.

Check box
A standard windows control that displays a yes/no setting, either checked (yes) or unchecked (no).

Check digit
Unique identifier that is generated by the TBLCHK program and used by the system to check the table relationship records.

Checklist
A list of tasks to be performed in sequence. The checklist displays within the navigator area. Checklists link tasks and other checklists together to perform workflow functions. Users can display a checklist by selecting a checklist icon within the tasks in the navigator.

eCyborg Interactive Workforce specific—a list of tasks/pages generally displayed in a chart with hot spots (links) for the checklist items. The user clicks the link to access the page.

Checklist item
An item appearing within the navigator when a checklist is being displayed. Checklist items include tasks, dialogs and even other checklists.

Checklist item status
Defines the status of a checklist item. These can be:

- Available to perform
- Required
- Not available
- Already completed

Checklist margin
The area of the navigator that displays the checklist item status when a checklist is being displayed.

Checklist wizard
Tool used to create checklists.

Checkmark
If in the done column of an eCyborg Interactive Workforce checklist, indicates that an item on a checklist is complete. Can also indicate OK, finished, submit, and so forth.

Class
A class is an occurrence of a course that is specific to a location and a date that is being administered using Training Administration. For example, 'eCyborg: Using the Web Client′ on Thursday, December 21, in Chicago is a class of the course 'eCyborg: Using the Web Client'.

Class evaluation results
These are the results as entered on the evaluation forms filled out by the class participants upon completion of the class. These results are recorded on the class evaluation results form.

Cleared payment
A check that has been cashed or deposited by the payee and has been returned, marked as such, to the payer’s bank, credit union, or financial institution.

Client data file
File containing information replicated from the System Control Repository. Used by client workstations to improve response time, since editing can be performed locally. May be located on each client workstation or may be located on a server and be shared by multiple client workstations on the network. Formerly known as the Client Control File.

Clock in and out
Also referred to as swipe/swiping the clock. When an employee uses their badge to record an activity time, they must pass their badge through the badge reader. This action can be referred to as clocking in and out.

Clock transaction (ring)
Record containing the information needed to create time entries for payroll processing. Clock transaction (ring) information includes date, time, and badge number. A clock transaction (ring) is created when a badge is swiped through a clock.

Clock transaction warning
Occurs when a clock transaction (ring) time falls outside of an employee's schedule warning times.

Closing costs
The costs associated with the purchase of a new house.

CLP
Abbreviation for certificates, licenses, and permits.

Codeset
A list of valid code values and associated descriptions from which you may select an appropriate entry. This is now known as an option list.

Coefficient
Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Combined register (2222) report
A report that provides a detailed printout of all earnings, hours, taxes, and deductions for all the payments and adjustments made on a payroll run. It is Report Generator 2222.

Command button
A standard windows control that initiates a command of sets an option (previously known as push button).

Common pay master
An organization that pays employees who work for different legal entities. If all the conditions related to a common paymaster are met, the FICA and, in most cases, the SUI does not have to start over.

Common tax organization
A method of setting up taxation in an organization in which all necessary tax specification records are contained in a single organization. The common tax organization often handles tax specification records more efficiently, since it avoids duplication of the

federal tax records and of any state or local records used by multiple companies.

Communication event
A letter or email that can be triggered automatically or manually within the system. Communication events are set up by the system administrator and usually include data from a form or record.

Compa ratio
The ratio of a given salary compared with the midpoint of the salary range. The formula is the salary divided by the midpoint.

Company logical Master record
Complete record for a company. It may be composed of multiple physical records.

Company validation table
Table that validates that an Organization Control Number is valid and payments can be made.

Competency
A requisite capacity to perform a single or set of skills or activities.

Complement limit
A 'complement limit' is the maximum number of complement units that can be assigned to a position at any one time.

Complement position
A 'complement position' is a position that is included in complement control.

Complement unit
A 'complement unit' is the type of unit used to measure the value of a position, for example, headcount, fte, or hours.

Compliance
Conformity in fulfilling legal requirements.

Component
The first level of functional organization on the navigator or menu, such as employee resourcing or employee development.

Component icon
An icon that denotes the current component. There are a number of components within the system. Each component appears as an icon on the navigator.

Component plan
Any plan included under the flex master plan or grouped together under a group master.

Condition
Predefined criteria that can be added to a report's filter.

Considered earnings
An employee's paid earnings that are to be accumulated, based on plan rules, for use in determining credited service or calculations of final benefits amounts.

Considered earnings/hours (CE/H) accumulators
Used only in benefits plans to accumulate the earnings and hours an employee has acquired toward eligibility for a deferred plan. Accumulators may be retained on a monthly, quarterly, or annual basis.

Considered hours paid
Actual number of hours for which an employee was paid and that are to be accumulated based on plan rules.

Considered hours worked
Actual number of hours an employee worked. These hours are to be accumulated based on plan rules for use in determining credited service for a plan participant (or for a non-participant if eligibility has been met).

Consolidated reporting
Option that enables packaged reports to be processed for all organizations (consolidated).

Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Context-sensitive help
Information about an object and its current condition. It answers the question 'what is this?'

Contractual exchange rate
An annually reviewed exchange rate usually based on an employees anniversary date and reviewed once a year; often used for salaries.

Contribution type
The type of contribution being made to a benefits plan. The system allows for the deduction and accumulation of up to five different contributions per plan: basic employee pretax, basic employee posttax, supplemental employee pretax, supplemental post-tax, and organization.

Control 1-2
Organization Control Number. A six-character, customer-defined code that represents a company or group of employees within an organization.

Control levels
A hierarchy of values used to determine the breakdown of an organization for reporting purposes. The values are user-defined.

Control number
An alphanumeric designation assigned to a table to define the table records that will be used for each organization.

Conversion
A method for transferring data from either a manual or automated system into the system.

Conversion option
The interval at which you are converting currency (for example: yearly, monthly, weekly).

Co-ordinator
A coordinator is an instructional institution, organization or person who administers training courses.

Core plan
One of the plans that make up the minimum benefits in which all eligible employees are required to enroll—for example, medical and life. Employees who fail to return enrollment forms with their benefit choices may be automatically enrolled in the core plans (also known as default plans).

Cost categories
Cost categories are classifications or divisions used to separate costs for training into broad groupings, for example, equipment or operating costs.

Cost types
Cost types are used to further define training costs. For example, the category of equipment could be further broken down into the cost type of overhead projector and monitor rental.

Costing
Projecting the future cost of a benefits plan contribution for budget purposes.

Costing record
Labor record.

Course
A course is a separate unit of instruction in a subject being administered using the training administration solution. For example, 'eCyborg: Using the Web Client′ is a course. This may be applied to a training course provided internally or externally.

Course directory
A course directory is a list of all available courses.

Covered Entity
A member of one of three groups subject to the administrative simplification provisions of HIPAA. The three types of Covered Entities are health plans (not fully insured), clearinghouses, and providers that conduct transactions electronically.

Covered Entity Group
A Covered Entity Group represents in the system a partnership between two Covered Entities (benefits business partners) who transmit benefit information electronically between each other in the form of the 834 (Benefit Enrollment and Maintenance) and 820 (Group Premium Payment for Insurance Products) Transaction Sets.

CPI
Characters per inch.

Credited service
The number of years of employment for which an employee is given credit for use in determining final benefits amounts.

Crew
A group of employees who rotate from one schedule assignment (shift) to another, following a rotation pattern.

Crew code
A unique, one-character, alphanumeric identifier of a crew.

Crossfoot
An accounting term that means to compare or add figures to make them balance. If you receive an error message such as ‘Entries do not Crossfoot’, this means that some amounts entered into fields are not balanced.

Cross-reference keys
Provide direct query access to data within the system database.

CSL
Abbreviation for ***Cyborg Scripting Language*** (on page 135).

Cube (Power Play)
File (with the extension .mdc) that contains data organized into dimensions to provide for faster data retrieval and drill down reporting capabilities.

Cumulative data
Also called 'to-date data'. includes payroll earning, deduction, net pay, taxable wage, and tax to-date figures for employees.

Cursor
A special symbol, usually a solid rectangle or a blinking underline character, that signifies where the next character will be displayed on the screen. To type in different areas of the screen, you need to move the cursor. You can use the arrow keys or a mouse to move the cursor.

Custom report format
Custom reporting used by states because their reporting format is neither MMREF, ICESA, nor TIB-4.

Customer-defined
Values that depend on an organization-specific definition--for example, option list.

CYB88X
An English Language root program used to set the production version switch to on or off, in addition to other automatic settings.

CYBMST
Library file that contains the main batch payroll software. This file consists of COBOL programs, report generators, and system tables.

Cyborg Scripting Language
Fourth-generation programming language, previously called English Language.

Data extract
Method for extracting information from The Solution Series for the purpose of subsequently loading it into eCyborg Interactive Workforce databases.

Data Extract File Splitter (RSPLIT)
COBOL program that creates separate files for every representative table, using the Data mart Extract File as input.

Data load
The process of moving data from one system or media to another. It encompasses data mapping, data extraction and conversion, and the actual loading of the data. Also the method of loading data extracted from The Solution Series into eCyborg Interactive Workforce databases using programming scripts.

Data mapping
The process of identifying, comparing, and matching data (field to field) to be converted from one system or media to another.

Data mart
Relational tables with a defined structure that have been designed to automatically accept full data mart extract data seamlessly.

Data store
Repository where data is stored. Client applications request information from a Solution Series data store.

Database
A collection of information organized so that a computer program can quickly search for and select specific pieces of data. Think of a database as an electronic filing system.

Data mart Extract File (FILE36)
Temporary system file holding the copied data from The Solution Series.

Deduct credits by plan
A method of distributing flexible benefit credits. The total monetary value for credits is prorated based on the employee's pay frequency. Credits are given to employees as earnings added to their pay; the cost of individual employee plans are collected through payroll deductions and listed on the employee's payment stub.

Deduct credits by plan method
A method of distributing flexible benefit credits. Credits are given to employees as earnings added to their pay; the individual employee plan costs are then collected through payroll deductions.

Deduction
An amount subtracted from available net pay. Deductions can be involuntary (child support or maintenance) or voluntary (pension plans).

Deduction cycle
A predetermined schedule for taking voluntary deductions, based on the defined frequency.

De-enrollment
The process of shutting off plan benefits for an employee for reasons other than a separation activity.

Default
Value that will appear if no entry is typed or selected.

Deferred compensation
Any benefit that is not immediately payable to an employee, but is instead deferred to a later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plan.

Deferred plan
Any benefits plan in which benefits are not immediately payable to an employee, but are deferred to some later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plans.

Delimiter
A character that tells the system where an item of data ends and another starts.

DEL-PE
Utility program used to delete existing Phonetic Keys.

Density
Number of bytes per inch that a tape drive writes to a tape.

Dependent
An individual who relies or depends on another for his or her support.

Dependent GTL
Acronym for Dependent group term life insurance plan.

Dependent number
A unique number in the eCyborg Interactive Workforce database that identifies an employee's spouse and his or her other dependents.

Deposit advice
Pay document that looks similar to a check and shows the amount deposited to the employee’s account.

Derived data
Reporting Administration enhances data during the extract process by capturing and storing table-derived data, such as salary grade, that do not reside on the employee’s record.

Detail page
A page in eCyborg Interactive Workforce that displays detailed information. Summary pages contain links to the detail for each record.

Dialog box
A secondary window that appears on the screen to present information or request input. Dialog boxes are generally temporary—they disappear after you enter the requested information.

Direct deposit
Also referred to as an Electronic Funds Transfer, or EFT, direct deposit allows employees to authorize the organization they work for to automatically deposit all or part of net pay into one or more bank accounts.

Disability
Inability to pursue certain occupational activities due to physical or mental impairment.

Disability insurance tax
A tax required by some us states to be funded by employee-paid contributions to pay all or part of the cost of disability insurance coverage. In Payroll

Administration, US State disability insurance tax records are established as Type 4 taxes.

Disciplinary action
Action taken against an employee for violation of an organization policy or procedure.

Discretionary increase
A salary increase amount or percentage determined by a manager according to the guidelines established by the organization.

Display
Make data or images display on a computer monitor.

Display box
An area on a form in which data is displayed (formally known as an inquiry field).

Display text boxes
An area on a form in which data is shown but cannot be modified.

Disposable income
For garnishment purposes in the U.S., an employee's earnings minus deductions required by state or federal law.

Distributed Access Log Table
Form that records the date, time, and last record distributed to a unique location.

Distributed location
A customer location where data changes are replicated and may be distributed. A DL is identified to the system by a unique 5-position alphanumeric node ID.

Distributed Location NODE Control Table
Form that defines the operating environment of your remote node. It allows you to assign an access password for the node and indicate whether the option list and table records will be distributed to the remote node.

Distributed Rules Table
Form that records the FILE 02 segments that are to be excluded from the remote location.

Distribution
The process of passing data from a source DL to one or more target DLs.

Distribution rules
A set of parameters that determine how data will be distributed from one DL to another. These are defined at each DL by the owner using the distribution rules forms. Distribution rules are stored in tables that are not replicated (thus, they cannot be distributed).

DL
Abbreviation for ***distributed location*** (on page 137).

Docked toolbar
Toolbar that is located on the edge of a program window.

Document type
Categorization of a document, such as birth certificate, performance review, drivers license, and so on.

Double-click
Click a mouse button twice in rapid succession.

Drop-down list
A drop-down list is a view of the acceptable entry options available for a text box.

Drop-down list box
A standard windows control that displays a current setting but can be opened to display a list of choices. The user selects a choice by double clicking on the choice. The user can type into the field, and the system moves the list of choices to the last letter typed.

DSP08
Program that displays the current contents of the Replication Holding File (FILE08).

DSRF02
Form that records the FILE02 segments that are to be excluded from the remote location.

DSRSET
Program that activates the Distributed Administration indicator on the PP-SCOPTS record of FILE01.

DSSRRL
Program that will display those remote sites that have not had data distributed to them within the past three days.

DSUSET
Program that deactivates the Distributed Solution indicator on the PP-SCOPTS record of FILE 01.

Dynamic SQL
Statements created by a program that must be interpreted and converted to executable sql statements at run time.

Earned income credit
A refundable amount that reduces the tax owed by certain low-income individuals in the U.S. who meet adjusted gross income levels.

Earning
Money paid in return for work performed or services rendered. In Payroll Administration, earnings are separated by earning numbers into various categories such as regular pay, overtime pay, shift pay, bonuses, and so forth.

Earnings category
Used to categorize similar earnings. For example, all the overtime earnings can be grouped into category 01, all the shift differentials/premiums into category 06, and so forth.

EBCDIC
Extended Binary Coded Decimal Interchange Code; binary code for alphabetic and numeric characters developed by IBM for its computers.

eCyborg Interactive Workforce Home
Button on every page that returns the user to the eCyborg Interactive Workforce Home Page.

eCyborg Interactive Workforce Home page
Home page that displays each time employees log on to eCyborg Interactive Workforce after completing the new user tasks on the New User Home page.

EDI
Electronic Data Interchange. The electronic exchange of business transactions based on standardized guidelines.

EEOC
Equal Employment Opportunity Commission.

Effective date
Date on which an event takes place, for example, an enrollment or benefits plan change.

EFT
Electronic Funds Transfer or direct deposit. Allows employees to authorize the organization they work for to automatically deposit all or part of net pay into one or more bank accounts.

EIC
Abbreviation for ***earned income credit*** (on page 138).

EIN
Employer Identification Number. A federally or state assigned number used to distinguish tax entities in the US.

EL
Abbreviation for English Language, now called CSL (Cyborg Scripting Language).

Electronic documentation
Documentation that can be viewed, searched, and printed on your computer.

Electronic Performance Support system
Online tools that help users perform their job quickly and efficiently. EPSS can include online help, computer-based training (CBT), electronic manuals, wizards, and so on.

Email
Literally 'electronic mail'. This is a message that is sent to one or more people within or outside of your organization by an automated email software package.

Employee cancellation
An employee cancellation occurs when an employee is cancelled from attending a training class or training program.

Employee Database
The file that contains organization and employee records. This is File02. It was formerly known as the Master File.

Employee Database record
The complete record for an employee. It may be composed of multiple physical records.

Employee logical Master record
Complete record for an employee. It may be composed of multiple physical records.

Employee Number
Alphanumeric value of up to 10 characters that you define to be used to identify an individual as an employee. It acts as a key to retrieve an employee's record.

Employee status
Represents an employee's present standing in terms of activities processed for the employee, for example, active, inactive, part-time, full-time, and so forth.

Encoding
The process of applying a badge number to an actual badge. This badge number is then entered on the Badge Number Assignments form to assign it to an employee.

English Language
Former name of our fourth-generation programming language, now called Cyborg Scripting Language.

Enhanced Pay Processing and Reporting
Pay run and reporting process that can be executed online.

Enrollment form
A customer-defined form used by employees to record their benefits elections and any associated dependent and/or beneficiary information.

Entitlement accrual
An accumulation of hours for an employee benefit, such as sick leave or vacation time, commonly known as an accrual.

Entity
Each Organization Unit, Job, Position, and Incumbent is an entity. Together they are entities.

Alternate definition: The agency to which an organization submits its quarterly unemployment insurance reports.

Entry field
An area on a screen or browser page where the user can input information.

Entry form
An entry form is a form used to enter data.

Environment
The host platform and workstations where your system resides, and any communication protocols. Also, a workspace dedicated to a specific processing type. For example: development, test, and production.

EPSS
Abbreviation for ***Electronic Performance Support system*** (on page 138).

Establishment Reporting
Establishment Reporting occurs when an employer with several business locations chooses to file wage reports, broken down by location or unit, to the Social Security Administration. Each unit is identified by a four-character code, called an Establishment Number. The employer obtains approval from the SSA to use Establishment Reporting. Establishment Reporting does not apply to 1099s.

Euro triangulation
The conversion between one Euro currency and another.

Event
The combination of a trigger (changes made to system data) and an action (the creation of an email or letter). Events always consist of these two component halves.

Exchange rate
The ratio of the value of one currency to another.

Exchange rate type
The interval at which you update the exchange rate; for example, yearly, monthly, weekly.

Excused absence
Absences from regularly scheduled work that can be considered as either paid or unpaid time off.

Execution scripts
Generic reference to Job Control Language (JCL) for your operating system's command language.

Extract file
A data file generated to be used by another system or application.

Extract program

Report generator 7F7F and its subroutines.

This program accesses the P20 file to extract the employee information. It extracts all necessary information and is required to run only once per quarter. It may need to be rerun if there are subsequent adjustments applied to the P20.

Federal Insurance Contributions Act

The United States Federal Insurance Contributions Act imposes two taxes on both employers and employees. Tax is withheld from an employee's wages to finance the Old-Age, Survivor's, and Disability Insurance (OASDI) social security program and the Hospital Insurance (HI) Medicare program. Employers are then required to match the amounts withheld from employees. In Payroll Administration, employee information for FICA-OASDI social security tax is entered on tax record 101 and FICA-HI Medicare tax on tax record 103.

FEIN

Federal Employer Identification Number.

FICA

Abbreviation for Federal Insurance Contributions Act.

Field

A data item on the database. This is usually displayed on a form as a text box.

eCyborg Interactive Workforce specific—A space allocated for a particular item of information. A tax form, for example, contains a number of fields: one for your name, one for your Social Security number, one for your income, and so on. Every field has a name (also called a field label).

Filing entity

Agency to which an organization submits its quarterly report.

Filter

Device used by report to select certain rows of information from the database, thus limiting the amount of data from the database to be viewed in the report.

Finished

Users click Finished when they have completed all information on a checklist or other *Interactive Workforce* page.

Flat rate tax

A US local tax that is calculated as a standard percentage rate and that is calculated in the same way for all employees (that is, factors such as marital status do not enter into the calculation). For many such local taxes, the Tax Authority File does not provide tax specification information. Instead, you need to enter a Tax Specification Record for the tax on a Tax Specification Information form, indicating the tax rate in the Flat Rate text box.

Flex credits

Units granted to an employee in order to purchase benefits under a Flexible Benefits Program.

Flex Master Plan

Defines your Flexible Benefits Program and ties component plans together as a group. Employees are enrolled in the Master Plan and then select the benefit plans in which they wish to participate—for example, medical, dental, and life. Flex master plans are set up in Benefits Administration and used by eCyborg Interactive Benefits to display benefit plans to users for initial and open enrollment.

Flex plan

A benefit plan where, in addition to a core of basic benefits (if applicable), the organization/company allocates to each employee a credit for purchasing additional benefits tailored to their individual needs. Flexible benefit plans may include a flexible spending account.

Flexible Benefits Plan

A specific type of benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with cafeteria plan.

Flexible Benefits Program

A benefits program in which an organization may allocate to each employee a pool of credits or a monetary amount that is to be used to purchase benefits tailored to individual needs.

Flexible Spending Arrangement
A benefits welfare plan set up as an account in an employee's name that is used to reimburse the employee for certain personal expenses. In the United States, these accounts are provided by employers as a way for employees to pre-fund dependent care, legal services, or medical expenses with pretax currency.

Floating toolbar
Toolbar that is located within the program window.

Folder
Logical organization device for the content of a Cognos catalog.

Foreign currency
The currency into which or from which you must convert.

Form
Section of the Work Area in which data is entered and displayed, including text boxes and other controls. This was formerly known as a screen.

Form 300
Log of Work-Related Injuries and Illnesses, used to classify work-related injuries and illnesses and to note the severity and extent of each case. The delivered OSHA Form 300 Log of Work-Related Injuries and Illnesses report (20-RPT) is a facsimile of the Form 300.

Form 300A
Summary of Work-Related Injuries and Illnesses, used to show the totals for the year in each (illness or injury) category. The delivered OSHA Form 300A Summary of Work-Related Injuries and Illnesses report (21-RPT) is a facsimile of the Form 300A.

Form 301
Injury and Illness Incident Report. This must be completed when a recordable work-related injury or illness has occurred. This must be completed by the employer within 7 calendar days following receipt of information that the recordable work-related injury or illness occurred. This form must be kept on file for five years following the year to which it pertains. The delivered OSHA Form 301 Injury and Illness Incident Report (22-RPT) is a facsimile of Form 301.

Form area
An area of the window that contains a form.

Form Builder
A tool for use with The Solution Series for designing forms.

Formal education
Education that is obtained from a college or university.

Forward
Displays the next page.

FSA
Abbreviation for Flexible Spending Arrangement.

FTE
Full Time Equivalent. An FTE is the ratio of total working time to the time that represents full time employment for a single employee. For example, an FTE of .5 means working time is half of the time that represents full time employment.

FTP
File Transfer Protocol. A means of allowing a user on one computer to transfer files to and from another computer over a network

Full Time Equivalent
The ratio of total working time to the time that represents full time employment for a single employee. For example, an FTE of 0.5 means working half of the time that represents full time employment.

Function keys
Keys F2 through F12 on the keyboard that can be assigned to a bookmark or favorite.

Funeral days
Absences from regularly scheduled work due to a funeral, which at the discretion of the organization, can be considered as authorized or unauthorized, paid or unpaid time off.

Gap analysis
Comparison of a current state of being with a desired state of being. For example, you could perform a skill or competency gap analysis on individual employees or on the workforce as a whole, comparing the existing state of skills and competencies with the required state or level of skills and competencies.

Garnishment
A legal procedure authorizing a deduction from an employee's earnings to satisfy a legal requirement.

General ledger
File that provides a balanced payroll journal for the period. This file contains journal entries for labor expenses, withheld deductions, income, disability, UI, and other withheld taxes, net pay, and company-paid taxes. The interface may also be produced on paper.

General ledger interface
A file that provides a balanced payroll journal for the period. This file contains journal entries for labor expenses, withheld deductions, income, disability, UI, and other withheld taxes, net pay, and company-paid taxes. The interface may also be produced on paper.

Go to details
Displays a new page with detailed information. Used on summary pages.

Graphical User Interface
The Solution Series provides integrated human resource and payroll functionality via the Microsoft Windows Graphical User Interface. These are the elements that display on your screen.

Grievance
A formal complaint made by an employee against the organization usually because of an unsatisfactory working condition or other work-related dispute.

Gross wages
The total of all earnings paid to an employee.

It is stored in the Total Pay (field 119 of the US Tax Authority File) field of the employee's US FICA tax record 101 (FICA-OASDI). This figure appears on the Combined Register (2222) report as Total Pay. It does not appear on US W-2 forms.

Group box
A standard Windows control that groups a set of controls.

Group plan
Defines any number of benefit plans tied together as a group. Group plans are used to define common eligibility and to cluster plans for reporting purposes.

GUI
Abbreviation for Graphical User Interface.

Handicap
Having a physical or mental disability that substantially limits activities especially in relation to employment or education.

Health and safety profile
Data on the employee record that includes information such as the employee's blood type, language, physician, emergency contacts, and any disabilities.

HED
Acronym for Hours, Earnings, and Deductions. Each earning or deduction must be established in The Solution Series with a unique identifying three-digit code. HEDs are used to record pay, hours worked, and deduction amounts and arrears for each employee.

Help
Hot spot on an eCyborg Interactive Workforce page that displays step-by-step directions for completing the page.

HIPAA
Acronym for Health Insurance Portability and Accountability Act of 1996. HIPAA is a law that protects citizens from being denied health insurance coverage due to a pre-existing condition, and protects the privacy and security of citizens' healthcare information by enforcing standards for the manner in which health information is transmitted electronically.

History record
Part of an employee's payment history; a snapshot of a check paid to an employee or an adjustment made to an HED or tax.

Holiday days
The time off that all employees are entitled to based on the decision of the organization or government regulation.

Home location
The country in which an employee permanently resides.

Home page
The main page of a Web site that generally serves as an index or table of contents to other documents stored as pages on the site.

HTML
Abbreviation for **HyperText Markup Language,** the authoring language used to create documents on the World Wide Web. HTML defines the structure and layout of a Web document by using a variety of tags and attributes.

I-beam
Symbol that identifies the insertion point.

ICESA
Interstate Conference of Employment Security Agencies. Also used to refer to the specifications and instructions for reporting to participating states through magnetic media.

Import facility
A tool delivered with The Solution Series that moves data from an external source to any organization or employee form.

Import record
A line in a spreadsheet or delimited file that contains employee or company data.

Impromptu
Tool for interactive database reporting. Reports are built from the database using a pre-defined catalog.

Inactive plan
A benefits plan that no longer allows employee enrollment.

Inactive tax record
An employee tax record that is no longer in effect for a given employee. Neither wages nor taxes are accumulated for the particular tax record. However, any wages and/or taxes already accumulated remain until clearing is performed. Such clearing is usually performed in preparing the Employee Database for a new year. The inactive records can be deleted at this time. The process of making a tax inactive is called deactivating.

Incumbent
An incumbent is an employee linked with a specific position. The linking of an employee with a Position is an incumbency. An employee may be linked to more than one position; in other words, an employee with multiple incumbencies. A position to which more than one employee is linked has multiple incumbents.

Information-level security
These records grant access to employee and table data via specific password records.

Initial Administrator
Only user whose user ID and password are created during installation. The initial administrator always has authority to all administrative functions: eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration, and can assign administrative roles to others by creating administrative user IDs and passwords.

Initial passwords
Password generated by eCyborg Interactive Workforce for each user ID extracted from The Solution Series. Users must create a user-defined password when they log on to eCyborg Interactive Workforce for the first time.

InitialAdmin
See Initial Administrator.

Inquiry form
An inquiry form is a form used to view data already entered.

Instructional text
Any paragraph(s) on the page that explain the function of the page or fields to the user.

Internal candidate
An employee of your organization who is applying for another job or position in your organization.

Internet
A global network connecting millions of computers.

Intranet
A network belonging to an organization, usually a corporation accessible only by the organization's

members, employees, or others with authorization and used to share information.

Investment funds

Different options or accounts available to employees for allocating their contributions, usually applicable to thrift/savings plans.

IPEDS

Acronym for Integrated Postsecondary Education Data System.

(Taken from NCES website at http://nces.ed.gov/ipeds/AboutIPEDS.html)

“NCES has established the Integrated Postsecondary Education Data System (IPEDS) as its core postsecondary education data collection program (prior to IPEDS some of the same information was collected by the Higher Education General Information Survey-HEGIS). It is a single, comprehensive system that encompasses all identified institutions whose primary purpose is to provide postsecondary education.

IPEDS consists of institution-level data that can be used to describe trends in postsecondary education at the institution, state and/or national levels. For example, researchers can use IPEDS to analyze information on 1) enrollments of students, undergraduate, first-time freshmen, graduate and first-professional students by race/ethnicity and gender; 2) institutional revenue and expenditure patterns by source of income and type of expense; 3) salaries of full-time instructional faculty by academic rank and tenure status; 4) completions (awards) by type of program, level of award, race/ethnicity, and gender: 5) characteristics of postsecondary institutions, including tuition, room and board charges, calendar systems, etc.; 6) status of postsecondary vocational education programs; and 7) other issues of interest.”

IRP/BSS

Information Reporting Program/Bulletin Board

IRS/MCC

Internal Revenue Service/Martinsburg Computing Center

JDBC

Java Database Connectivity Application Programming Interface. An application programming interface for accessing tabular data sources from the JAVA programming language.

JMNTRUN

Script used to assign check numbers and create history records.

Job

A 'Job' is a generic description of a role within the organization—for example, Manager.

Job assignment

A job associated with a particular employee.

Job code

A designation for a job assignment.

Job streams

A generic reference, Job Control Language, for your operating system's command language. Control statements that execute programs.

Alternately: Jobstreams

Job type

A generic category that further defines a particular job.

JPAYRUN

Script that is used to calculate pay and create payroll reports.

JQTRRUN

Script that executes the new quarterly reporting process.

Jury duty

This is compulsory service on court appointed juries. Employers are required by law to excuse jury duty related absences. They are not, however, required by law to pay the employee during this time away from the job.

JXP5QTR

Stand-alone script used on all platforms to extract and compile the new quarterly COBOL program.

KEYDEL

Utility program used to delete existing QUERY Alternate Keys.

KEY-PE
Utility program used to rebuild the QUERY Alternate Keys.

Label
Text that describes the information the user enters into the field.

Labor record
A record containing the hours, amounts, associated charge-to control levels, and function assigned on the employee's Payroll Home Location/Pay Allocations form (GG-SCR).

Large number
The Multicurrency Payroll component contains a large-number format time entry form that accepts a nine-digit number as opposed to the seven-digit maximum in the standard Payroll Administration.

LDEFAULTS
Term used for a text/list box default template.

Leave of absence
Occurs when an employee leaves the organization for a period of time, usually temporary, for personal reasons such as medical leave.

Link/jump
Reference to another document. Links (or hotspots) appear as underlined text. When you move your cursor over a link, the cursor changes to a hand. Click the link to access or jump to the referenced document.

LIS file
Standard file name used by all completed report files that are launched online. Files are automatically assigned this extension by the Online Initiation of the Pay Processing and Reporting feature.

Local currency
The currency in which the employee is paid.

Local currency country
The work location for tax purposes.

Log file
Informational file generated when a report is launched online. The log file is used by the Process Monitor to communicate the status, progress, and completion of a report.

Log off
Logs the user off the system. When referring to the Log Off button, use initial caps.

Logical Employee Model
A collection of default employee information that is used to create a model. Logical Employee Model templates are used when hiring new employees to save time and ensure that critical information is established consistently and correctly. These were formally known as LMODELs.

LPI
Lines per inch.

Mailing address
An address, other than your legal residence address, to which you have your mail sent.

Maintenance payroll run
A maintenance payroll run automatically updates organization and employee records, but it does not process time entries, calculate pay or generate payments, pay slips, or deposit advices. It is also used to create payment history records.

Major activity
Event that causes a change in an employee's employment status, such as a new hire, termination, or rehire.

Mandatory field
A field that requires the user to enter information before the user can exit the form or page.

Manual payment
A payment not created within The Solution Series.

Map file
Stores the predefined relationships between an import file and a form.

Mass time entry creation
Creating time entries for a group of employees through one program execution, such as for a paid holiday.

Master File (0202) report
A report that produces a formatted display of the data in an employee's current batch Employee Database

record. This includes the wages and taxes accumulated for the employee, covering current, month-to-date, quarter-to-date, and year-to-date information for individual tax codes. It is report generator 0202.

Matrix ID

Unique identifier for each pay-for-performance matrix.

Menu

A list of choices; the choices are generally links that take the user to another screen or page.

Menu bar item

A menu that appears on the menu bar.

Message area

An area of the window that contains messages or selection lists relevant to the current form. The Message Area can be turned on or off.

Method code

One of many specific routines (usually delivered and identified by a two-character code) used to calculate earnings and deductions.

Midpoint

The middle of the span of currency from the minimum to the maximum of the employee salary grade.

Minimart

Relational tables you create so you can insert data from your Subset data extractions.

MMREF

Magnetic Media Reporting and Electronic Filing. Also used to refer to the specifications and instructions for reporting to participating states through magnetic media. See Social Security Administration publication MMREF-1 for specifications and instructions for reporting quarterly wage information to participating states through magnetic media.

Model (PowerPlay)

File (with the extension .pye) that contains definitions of PowerCube dimensions and measures, queries that define the data sources, and other details needed to create a defined cube. Defined models reflect performance requirements as well as requirements of the final user of the cube.

Monetary perquisites

A privilege or profit that an employee is entitled to that is incidental to regular wages or salary.

Moving expenses

The expenses incurred by an employee due to moving from one location to another for employment purposes.

Multicurrency costing records

Records that maintain a history of the deduction and deposit transactions for each exchange rate.

Multiple master

A file compression technique that duplicates the current employee Permanent Master Record as many times as there are payments to that employee during one pay period. These multiple masters are detail records reflecting the amounts for the payment being made (current), and the adjusted MTD, QTD, and YTD totals. The system uses multiple master records to create history records showing the current payment figures only.

NACHA

American not-for-profit trade association that develops operating rules and business practices for the Automated Clearing House (ACH) Network and for other areas of electronic payments.

Navigation bar

In eCyborg Interactive Workforce the Navigation bar shows the name of the page you are using, for example, 'Mailing Address'. The top line of the Navigation bar shows the path you took from the Home page to reach the present page. Links on the Navigation bar let you return to the home page or log off the system.

Navigator

Left pane of the work area which forms the main method of moving through the forms. From the Navigator users select the component, process, and task in which they are interested.

NCES

Acronym for National Center for Educational Statistics.

(Taken from NCES website at http://nces.ed.gov/ipeds/AboutIPEDS.html)

Primary federal entity for collecting and analyzing data that are related to education in the United States and other nations.

Net credit method
A method allocating flex credits. An employee's cost of benefits is calculated as either a net cash earning or a net deduction from the employee's pay. The net amount is the difference, either plus or minus, between the credits allocated to the employee and the cost of his or her flex benefits choices.

New hire
Process of hiring a new employee for your organization.

New period pay run
Pay run for which the earning and deduction cycles are incremented. New-period pay runs are typically part of a regular pay schedule, and do not include off-cycle runs.

New user
A user of eCyborg Interactive Workforce who has not yet completed reviewing and updating their personal information on the New User Home page.

New User Home page
Home page that displays for new users of eCyborg Interactive Workforce until they complete reviewing and updating their personal information.

Node
A Distributed Location.

Node ID
A unique 5-position identifier for a node. The naming convention is defined by the user.

Notional value
A value input for informational purposes only.

Number registered
This is the number of employees registered for a training class. It is updated and displayed on the Class Schedule form.

Object
Each System Control Repository record type is assigned an object code. A single record type can have several object codes assigned to allow limited display.

Object key
A field that allows you to specify the System Control Repository record group you want to display. The value of this field is dependent on the type of information you want to display.

Obsolete plan
A benefits plan that will no longer be used.

Off cycle
An off-cycle payroll run is an additional payroll for the period just completed. An off-cycle payroll run is commonly used to process nonstandard payments, such as bonuses. It is sometimes referred to as an additional or bonus payroll run.

Off-cycle pay run
Additional payroll for the period just completed. An off-cycle payroll run is commonly used to process nonstandard payments, such as bonuses. It is sometimes referred to as an additional or bonus payroll run.

One-stop document
Documentation that contains reference information, step-by-step procedures, and training exercises.

Online
Turned on and connected, for example, printers are on-line when they are ready to receive data from the computer. Users are considered on-line when they are connected to a computer service through a modem. That is, they are actually on the line.

Open enrollment
A period of time during which employees can enroll in or change their benefit choices for the upcoming year, generally in October or November.

Operator ID
A four-character code that identifies the user to the system.

Option
An item in the option list for a field. This was formerly known as a codeset item.

eCyborg Interactive Benefits and Benefits Administration specific—In Benefits, the plan coverage that an employee selects, such as single or family coverage.

Option button
A standard Windows control that allows you to select from a fixed set of mutually exclusive options (previously known as radio button).

Option list
A list of valid options and associated descriptions from which you may select an appropriate entry. This was formerly known as a Codeset.

eCyborg Interactive Workforce specific—Options available in The Solution Series that the eCyborg Interactive Workforce administrator loads in to eCyborg Interactive Workforce. The options are then available in the drop-down list boxes in eCyborg Interactive Workforce.

Organization
A group of employees who are employed in a common structure, governed by the same set of rules or policies, and eligible for the same earnings and deductions. For example, your organization may be structured into parts that represent employee groups such as active, union, retirees, applicants, and so forth.

The organization is the highest level in The Solution Series structure and is identified by a six character code. All records are organized by organization.

Formerly known as a company or Control 1-2.

Organization Level 3
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Organization Level 4
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 5
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 6
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization levels
Hierarchy of values used to determine the breakdown of an organization for reporting purposes. The values are customer-defined.

Organization Number
A six-character user-defined code that represents an organization; the highest level of the organizational structure in Payroll Administration.

Formerly known as a Control 1-2.

Organization Unit
An organization unit ('Org Unit') is a grouping of Positions within an organization (for example, Accounts Department).

Organization Validation table
A table that validates that an organization is valid and payments can be made.

Organization-specific tax setup
A method of implementing Tax Specification Records in which each organization involved in tax processing contains all the specification records required to process taxes for its employees, as opposed to a common tax organization.

OSHA
U.S. Department of Labor Occupational Health and Safety Administration.

Override file
A file used to maintain COBOL or Report Generator changes to the system.

P2EDIT
Transaction editor program. This is the first program executed as part of the batch payroll process. This program performs edits on the input transactions.

P4CALC
Program that performs payroll calculations and updates to the sequential Batch Master File during a payroll run.

P5PRNT
Program that formats and creates all output, including payments, reports, tapes, and records that must be recycled to future payroll runs.

Packaged reporting
A processing mode in which a job is scheduled to be run at a certain time.

Packaged reports
Delivered reports developed using a Fourth Generation scripting language, Cyborg Scripting Language (CSL).

Paid absence
Employee absence that will be paid by the organization. A time entry will be created for this absence.

Parallel run
The process of executing the same programs simultaneously on two separate systems to obtain the same or similar results.

Parameter form
A form that is displayed when certain programs are called from the Navigator or menus. The form facilitates entering parameters for the program.

Password
A secret series of characters, generally user defined, that enables you to access a computer, a software application, or a file. On multi-user systems, each user must enter his or her password before the computer will respond to commands.

In eCyborg Interactive Workforce, the password ensures that unauthorized users cannot access user-specific information.

Password aging
The period of time that elapses before a user-defined password expires and the user must change his or her password.

Pay allocation
A means of allocating, on a percentage basis, employee labor hours and amounts to multiple sets of control levels 3 through 6 and function to accurately reflect employees whose labor must be charged to more than one area within an organization.

Pay document
A pay slip or deposit advice with its associated pay stub.

Pay extract
Process that extracts data from the online Employee Database.

Pay frequency
The interval at which a group of employees is paid. Examples are weekly and semi-monthly. Also referred to as a payroll period.

Pay merge
Process that updates the Employee Database with the current data from the recently processed pay run.

Pay schedule
A predetermined schedule for a calendar year, identifying period-end and payment dates for each pay frequency.

Pay stub
A pre-printed form, corresponding to a check or deposit advice that lists all earning, gross pay, taxes, deduction, and net pay information for an employee.

Pay-for-performance matrix
Chart representation of the variables that result from the combination of salary increase information, how much to give and when.

Payment history record
A record documenting the detail information for a payment or adjustment. Multiple payment history records may be generated for an employee, reflecting multiple adjustments or payments. These records include all earning, deduction, and tax information included in the payment or adjustment.

Payroll home location
The location where the employee is normally assigned to work and where labor distribution information is charged. An employee's home location comprises specific Payroll Levels and is always assigned Allocation Number 01 on the Payroll Home Location/Pay Allocations form. The Function field may

also be used as part of a home location, depending on your specific requirements.

Payroll Level 3

A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Payroll Level 4

A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 5

A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 6

A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll period

A defined period of time for which an employer pays wages to employees.

Payroll Process Control

A series of forms used during the Payroll Process to determine the type of run (payroll run or maintenance run). Allows you to specify the pay frequencies to be paid and which reports are to be produced.

Payroll run

An automated process that updates organization and employee records, processes time entries, calculates employee pay, generates pay documents and payroll reports, including the Combined Register. It also produces a variety of special interface outputs.

PCL

Printer Control Language.

PDF

Portable Document Format. A file format that captures formatting information from a variety of desktop publishing applications, making it possible to have formatted documents appear on the screen and be printed. To view a file in PDF format, you need Adobe Acrobat Reader, a free application distributed by Adobe Systems.

Peer-group appraisal

Appraisal that uses performance evaluations completed by an individual employee's co-workers or project team members.

Pending de-enrollment segment

Plans for which an employee is enrolled, but has lost eligibility, as listed on the Pending Plan Enrollment/De-Enrollment form.

Pending eligibility segment

Plans for which an employee is eligible but not enrolled, as listed on the Pending Plan Enrollment/De-Enrollment form.

Performance appraisal

A periodic assessment and ranking of an employee's skills and accomplishments.

Performance appraisal rating

A method of ranking the performance of an employee during a given period using options ranging from

1-Outstanding to 5-Unsatisfactory.

Performance rating

A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance-related pay

Monetary payments made to employees based on how well an employee has fulfilled job expectations.

Permanent Master Record

Individual employee record in the Employee Database. This record contains all the information about an employee, such as name, address, pay frequency, and salary.

Permanent records of employee earnings, taxes, and deductions in the Employee Database. This is the only record group that contains month-do-date, quarter-to-date, and year-to-date accumulations.

Perquisites
Property or privileges extended to an employee.

Personal days
Authorized absences that are generally considered as paid time away from regularly scheduled work, but can be either paid or unpaid.

Phonetic keys
The keys you use to access employee data using the phonetic spelling of an employee's last name.

Pixel
The smallest rectangular area of an image on a screen.

Plan deactivation
A process that makes a plan inactive and prevents future employee enrollment.

Plan ID
A three-position, alphanumeric identifier for a plan in the system.

Plan shutdown
The process of de-enrolling an employee from all benefits plans because of a separation activity.

Plan year
The 12-month period over which a salary budget is effective.

eCyborg Interactive Workforce specific—The calendar, policy, or fiscal year in which the records of a Benefits plan are maintained.

Policy tables
Highest level tables that are used to record the generic (or master) rules for an organization or group of employees. These included your organization's rules relating to working time procedures, such as clocking in and out, docking for lateness, and overtime. Each policy consists of a Policy Master table and one or more Policy Activities table.

Pop-up menu
A menu that appears when you use the second mouse button within the system. This menu contains context sensitive commands and options that relate to the object you have clicked on.

Portable document format
See PDF.

Position
A specific role with an organization—for example, Accounts Manager.

Alternative definitions:

1. to place an object in a specified location.
2. a location, particularly in a record

Position Administration Control Number
Two-character alphanumeric value that tells Position Administration which tables to use for a specific company.

Position complement
A 'Position complement' is the value of a Position. The organization complement is the total value of all Positions included in the complement.

Position in range
The difference between a given salary and the minimum of the salary range, divided by the difference between the range's maximum and minimum, and expressed as a percentage.

Posttax
A contribution made after taxes have been withheld from earnings.

PowerPlay
Business intelligence tool for multidimensional analysis of corporate data, also known as Online Analytical Processing (OLAP).

Premium
The amount of money an organization agrees to pay an insurance company for a policy or annuity, or the amount contributed by an employee to the employer to cover the employee's portion of the total premium.

Prenotification
Informing a bank or credit union that an employee will be using direct deposit with them in the future. To be safe, fill out the Direct Deposit Information form (H9-SCR) two pay periods in advance of the first deposit date. This ensures that a prenotification record is provided to the bank or credit union in a timely manner.

Pretax
A contribution made before taxes have been withheld from earnings.

Primary account
The account set up in eCyborg Interactive Workforce to receive an employee's pay or reimbursement checks. After deductions and deposits to additional (secondary) accounts, the remainder of pay is deposited into the primary account.

Process
A subset of a component that logically groups tasks on the Navigator or menu. For example, the process 'Maintain Employee Details' contains tasks such as 'Basic Employee Information' and 'Personal Information'.

Alternate definition: An action that brings about a result.

Process bar
The graphical representation of a process on the navigator. Each process bar is within a Component.

Process Monitor
Utility that allows you to monitor the progress of reports and payroll processes launched online.

Program
A program is a series of classes being administered using Training Administration. For example, 'The Training Schedule for January-June 2004' may be a program consisting of eight different classes.

Alternative definitions:

1. A form or other set of instructions within the system, accessed directly from the Command dialog box. For example, form EF-SCR is a program.

2. A set of coded instructions that enables a computer to perform a desired sequence of operations.

Prompt
Expression set up to enable users to filter data by typing or picking a value, or a series of values, when the report opens.

Protected amount
The amount of disposable income protected from garnishment in the US. This amount may vary from state to state.

Prototype HED
An HED defined on a benefits form for use in recording employee/organization contributions when an employee is enrolled in a benefits plan. This allows the setup and maintenance of payroll deductions using Benefits Administration.

Provider
A provider is an instructional institution, organization, or person who is available to teach training courses.

Push button
A button on the interface that appears depressed when clicked on (now known as command button).

Qualifier
A drop-down list (field) referring to a data element on the HIPAA 834 (Benefit Enrollment and Maintenance) and 820 (Group Premium Payment for Insurance Products) transmissions used to describe the type of information supplied in a related data element (field). For example, a Telephone Qualifier drop-down list identifies whether the telephone number supplied in a Telephone Number text box is a home, work, or fax telephone number.

Quarter-end P20
P20 is a file structure used in batch payroll processing. The quarter-end P20 file contains payroll data that is used in the quarterly processing.

Quarterly Processor
Combination of forms, report generators, and COBOL programs that extracts quarterly wage reporting information and produces all of the selected quarterly reports and formatted filing output (paper, tape, or diskette) for all selected employees in all selected states.

Quartile
Points that represent the division of a salary grade range into four equal parts.

Query alternate keys
The keys you use to access the employee master record in an order other than by primary key.

Query primary keys
The keys you use to direct your QUERY program to a record type.

Quick Hire
The process of hiring an employee by entering one two-panel form with the required data elements rather than entering a series of forms.

Radio button
A button on a form that selects an option, the radio buttons that make a field are mutually exclusive (now known as an option button).

Recall
Return a laid-off employee to active status, usually with no affect to benefits.

Reciprocal taxation
Reciprocal tax withholding refers to agreements made between US states and (or) localities regarding income tax calculation and reporting for compensation paid to an employee who lives in one state or locality and works in another.

Reconciliation number
The unique identification number printed on each pay document. Reconciliation numbers are used in the payment reconciliation procedure to verify cleared and outstanding payments.

Record
A complete set of fields, such as the fields that make up a tax form or a name and address record.

Alternate definitions:

1. To set down for preservation in writing or other permanent form.

2. The reporting format for magnetic media as in Tape Record Type such as ICESA, TIB-4, or MMREF

3. Information or data on a particular subject collected and preserved

Recruitment
Process of finding and hiring new employees who meet the needs of your organization.

Recycle File
P05IN; A file that contains employee data and pay document information required for payment reconciliation. It also contains time entries to be processed and paid at a later date. This file is used to pass data to the next payroll or maintenance run.

Registration
Registration is the act of enrolling an employee in a class.

Registration number
A three-digit registration number is assigned to employees for tracking purposes when they register for a training class. This enables the order in which the employees registered to be viewed.

Regulatory bulletin
Contains updates to varying components of The Solution Series necessary to maintain regulatory compliance. Tax specifications supplied are delivered in regulatory bulletins (RBs).

Rehire
The process of hiring a former employee of your organization. Typically, a break in service is incurred and benefits must start over (usually requiring a new adjusted seniority date if used in benefits tracking).

Reimbursement account
The account into which employee's travel and other expense type reimbursement checks are directly deposited.

Reinstatement
The process of returning a former employee to active status within a certain time period (such as 90 days), thus qualifying the employee to have certain benefits restored to the original hire date.

Reject time
The point at which an error condition will occur. An error condition must be manually corrected/approved

and approved before a time entry can be generated by the system.

Relocation

The process of moving an employee from one organization to another geographic location, whether the move be domestic or international. This process also applies to applicants who are being relocated as part of the hire process.

Remaining net pay

The 'bucket' of money that is left after all employee deductions and taxes have been taken from the employee's gross pay. This 'bucket' of money can then be used for multiple deposits if the enterprise sets up multiple deposit HEDs.

Replication

The automatic process of writing changes made in the Employee Database and option lists and tables in the System Control Repository to the Replication Holding File (FILE08).

Replication Application

English Language program (DSAPLY) that reads records from the Replication Packet File (FILE20) produced by the Replication Reception program (DSRECV) and updates the System Control Repository and Employee Database accordingly.

Replication Distribution

Two COBOL programs that work together to distribute and receive updates. The Replication Distribution Program (DSTRIB reads either the Replication Holding File (FILE08) or a Replication Packet File (FILE20), selects data applicable to a specific DL and writes all necessary data to a new output-only Replication Packet File (FILE21). The resulting FILE21 will be processed on the remote DL via the DSRECV Replication Reception program.

Replication Holding File

FILE08. This file contains additions, changes, and deletions to the System Control and the Employee Database. Data is distributed from and written to this file, based on the data distribution rules configured for the target DL by the source DL.

Replication Packet File

(FILE21/20). This file contains data changes and is created specifically to update a target DL. This information may include Company/Employee data, tables and option lists, and time entry and adjustment records.

Report

Batch program that creates report extract records.

Alternate definitions:

1. A detailed accounting of an activity; for example, the quarterly report of unemployment insurance details to a filing entity.

2. As in 'Report Select character', this represents the selection frequency for this output.

Report Generator

A program that produces the batch payroll and the batch payroll reports.

Report Group

A series of packaged reports that are created using the Report Group Activities form and are run together.

Report Group Scheduler

This is the program that allows you to schedule reports. This was formerly known as the Report Scheduler.

Report parameters

Specific guidelines for determining the information to be processed by a given report or program.

Report Viewer

Utility that allows you to view, search, print, save, and delete reports that are launched online.

Reporting Administration

HRMS reporting and analysis tool that links the database functionality found in The Solution Series with sophisticated, yet easy to use business intelligence tools from Cognos®.

Requisition

A formal request to fill a vacancy or vacancies.

Requisition candidate

A candidate for a vacancy represented on a requisition.

Requisition limit

A total unit value of a requisition.

Requisition unit
The value of a requisition expressed as an FTE, hours, salary or headcount.

Retirement
Occurs when an employee retires from the organization.

Return
The activity of an employee returning as an employee to active status, usually following a leave of absence.

Alternative definitions:

1. key on keyboard used to perform a carriage return; can also be known as Enter.

2. to send back to the originator; for example, the Tape Return Information form (QT-SCR) gives the address to which a filing entity would return a magnetic tape containing errors.

Review process
A method used by an organization to evaluate an employee's salary or performance in a standard, timely manner.

Roll-up reporting
Option that enables packaged reports to be processed within organizations (roll-up).

Rotation pattern
A way of describing the working pattern for a group of employees (crew) who regularly work different shifts. A crew is a group of employees who together regularly work the same schedules according to a rotation pattern.

Safety standards
Legally mandated workplace safety standards.

Salary budget record
Defines, for each employee, the budgeted increase amount, percentage, and effective date for a specific salary plan year, and the prorated effect of this increase on the budget in terms of amounts and percentages for each employee.

Salary grade
A range of salary amounts associated with a particular job.

Salary grade range
A range of salary amounts associated with the salary grade for a particular job.

Salary plan
A set of rules or guidelines used to budget for salary increases for the coming year.

Salary plan year
A 12-month period over which a salary plan is effective.

Salary range
The span of salary amounts from the minimum to the maximum of the employee salary grade.

Salary review
A periodic evaluation of an employee's compensation.

Salary review authorization form
Hard copy format of the employee criteria necessary to review and approve proposed salary increases.

SAT file
The Solution Series form appearance table. Simple text file that reflects the form's layout.

Save Changes
Saves the page (form) the user completed. (When you click 'Save Changes', eCyborg Interactive Workforce saves the information on the page whether or not the user made changes.)

Schedule Activities table
Identifies activity types for each point in a work day where the process of clocking in and out should be dealt with. Each Schedule activity also contains time parameters that will be used to calculate whether an employee will be docked or credited time.

Schedule assignments
Also referred to as a schedule. This term refers to the details of the Schedule Master tables to which an employee is assigned. These details include the date the assignment took place, the Schedule Number and Sub-Schedule Number, and (if applicable), the crew to which the employee is assigned.

Schedule error
Occurs when a clock transaction (ring) time falls outside of an employee's schedule reject times.

Schedule Master table
Used to set up your organization's Time and attendance rules (such as HEDs and the minimum number of hours an employee must work before a meal deduction is made). A Schedule Master table is associated with a Calendar Routine, earnings Code, and Shift Premium table by entering the appropriate identifier.

Schedule number
A unique three-character alphanumeric identifier used to partially identify a schedule table.

A Schedule Master table is used to associate schedules with a Policy Master table. A Schedule Master table can also be used to override values held on its corresponding Policy Master table.

Employees are assigned to a Schedule Master table. Schedule Master tables may be created for individual employees, or for use by groups of employees or by crews.

Screen
Now known as a form.

Scroll bar
When information on a page takes up more than one screen of your monitor, the system adds scroll bars to the right side of the screen. On the scroll bar:

- Click the up arrow to move line by line to the top of the page
- Click the down arrow to move line by line to move to the bottom of the page
- Click the double arrows to move several lines up or down the page

Click and drag the bar in the scroll area to manually move up or down the page.

Search argument
The value from an employee's master record used to search benefits tables to apply plan rules to specific groups of employees.

Search type
The definition of a field from an employee's master record to use as the search argument.

Secondary account(s)
Additional account or accounts at financial institutions that employees set up in eCyborg Interactive Workforce receive a portion of their pay. A primary account must be defined before an employee can set up additional accounts.

Security Officer
The assigned employee who is responsible for the setting up and monitoring of the security your system.

SEIN
State Employer Identification Number; required by some states for wage and tax reporting.

Selectable File08 Display
Program that displays FILE08 information based on a selectable record key, starting key, time, and date.

Self-adjusting taxes
Taxes for which the system automatically recalculates the tax on a cumulative year-to-date basis on each payroll run.

In the U. S. these include FICA taxes: Social Security (tax record 101) and Medicare (tax record 103). The purpose of this calculation is to avoid any differences (of pennies) in FICA tax paid versus FICA tax due at year-end due to rounding on a pay period basis. In addition, certain state disability taxes and employee-paid state unemployment insurance taxes also self-adjust.

Sequential Master File
P20IN; The batch processing version of the Employee Database. This file contains organization and employee data, tax tables, and the object code for programs.

Also known as the Batch Master File.

Service interruption
A period of time during which an employee did not maintain an active working status in the organization.

Service method
A calculation option list that determines the method for calculating credited service.

Session
When users log onto a software application, they begin a session. When they log off, they end the session.

Alternate definition: The period of time during which a class is held.

Shift

An employee schedule assignment for a given day. For a rotation pattern, this is a Sub-Schedule Number.

Alternative definition: key on keyboard, typically used to describe key combinations for a shortcut key.

Shift Differential/ Premiums

Premium (or allowance) added to an employee's regular earnings, overtime earnings, or both. It is represented by a shift code or HED Number.

Shift premium

A premium (or differential) added to an employee's regular earnings, overtime earnings, or both. It is represented by a shift code or HED Number.

Shortcut key

Key that corresponds to a command name on a menu, such as CTRL+Z.

Shortcut menu

A menu that appears when you right-click within The Solution Series 4. This menu contains context-sensitive commands and options that relate to the object (form, Navigator, and so on) on which you have clicked.

SIC

Standard Industrial Classification.

Sick days

The time off that an employee is allowed to take due to illness as a result of an employment contract or organizational policy.

SOAP

Simple Object Access Protocol. This is an XML-based protocol that exchanges structured and typed information on the Web.

SOC

Standard Occupational Classification.

Solution View

An online utility that provides the tools for creating new forms, fields, and report programs without the direct use of Cyborg Scripting Language.

Source DL

The node that owns the data being distributed. Depending on the rules established, the same DL can alternate from source to target.

Special assessment

Extraordinary or temporary taxes, such as additional employer-paid or employee-paid contributions to state unemployment programs or to mandatory health insurance programs.

Spinbox

A control on the interface composed of a text box and increment and decrement buttons that allow you to adjust a value from a limited range of possible values.

Spreadsheet application

Software for recording ledger entries, creating worksheets, graphing data, and other accounting functions.

SQL

Structured Query Language retrieves information from a relational database so it can populate Impromptu reports.

Standalone Time and Attendance

Customers who are using Time and Attendance Administration but not Payroll Administration.

Standard Pay Processing and Reporting

Pay run and reporting process that is executed in batch.

Static data

Includes organization and employee information, such as name and salary.

Static SQL

Data Definition Language (DDL) and Data Manipulation Language (DML) statements embedded in application programs.

Status bar

The bar that appears at the bottom of The Solution Series window. The Status Bar displays useful information, such as your current session number, the currently displayed organization and employee, and so forth.

Statutory employee
Any of the four categories of workers who are independent contractors under common law and are treated by statute as employees. These include:
(1) a driver who distributes beverages (other than milk) or meat, vegetables, fruits, or bakery products; or who picks up or delivers laundry or dry cleaning, if the driver is your agent or is paid by commission.
(2) certain types of full-time insurance sales reps
(3) an individual who works at home on materials supplied by you that must be returned to you
(4) certain full-time travelling or city salespeople.

Social Security and Medicare (FICA) taxes may or may not be withheld. Income taxes are not withheld from a statutory employee. A statutory employee will receive a W-2 with the ‘Statutory Employee’ box checked.

Sub-schedule number
A two-digit numeric text box used to further identify a schedule table.

Succession planning
Finding and developing employees for placement into identified key positions that are expected to become vacant sometime in the future.

SUI
State Unemployment Insurance.

Summary page
To help you see information at a glance, eCyborg Interactive Workforce uses summary pages. The summary page displays a short view of detailed information. For example, all your emergency contacts appear on a summary page. You delete the contact or proceed to the detail for the contact from the summary page.

Summary plan
A customer-owned description of a benefits plan.

Supplemental wages
Wages that are separate from regular earnings may be classified as supplemental wages and taxed using the default method. The default method means using a set percentage specified by the tax authority. Examples of such earnings are bonuses and commissions.

Surplus
A 'surplus' is an exceeded complement position.

Switches
Text or list box options that allow decisions to be recorded; in some cases, to be turned on or off.

System administrator
An individual responsible for maintaining a multi-user computer system, including a local-area network (LAN). Typical duties include:

- Adding and configuring new workstations
- Setting up user accounts
- Installing system-wide software
- Performing procedures to prevent the spread of viruses
- Allocating mass storage space

System Control Repository
This is the file that contains system definitions for The Solution Series, (FILE01). This was formerly known as the Control File.

System Generator
A type of Report Generator that performs system functions, such as defining data elements and system messages.

Table
Contains an organization's rules and policies and controls what actions take place at the employee level.

Alternative definition: means of displaying information in columns and rows.

Table Definition Record
Table containing data about the Position Administration table records, including the location of keys to associated tables.

Target DL
The node that receives the data being distributed. Depending on the rules established, the same DL can alternate from target to source.

Task
The lowest level of organization on the Navigator or menu; generally equivalent to a form, checklist, or dialog.

Alternate definition: a function to be performed; objective

Task icon
An icon denoting a task. Task icons describe the type of task, including Forms, Checklists, Dialogs and others.

Tax authority
A government agency to which an employer and employee has statutory tax obligations. The tax authorities for which you handle taxes exist at the federal, state/province, and local levels.

Tax Authority File
A supplied file that contains all the tax-specific information needed to calculate taxes for tax authorities. This includes wage-bracket tables for different marital statuses and information relating to allowances and standard deductions. The sources for the contents of this file are tax specifications published by the various tax authorities.

Tax class
Defines taxability for pre-tax deductions. These contributions can vary by tax authority. In the U.S.:

* Tax Class 1 defines taxability for 401(k) plans (maintained for all but local authorities)

* Tax Class 2 defines Section 125 plans (maintained for federal only)

* Tax Class 3 defines tax-sheltered annuities (maintained for federal only)

* Tax Class 4 - 9 fields are customer-defined

Tax code
The three-character to seven-character supplied reference code that identifies a tax and that serves as the link between the Tax Specification Record and the employee tax record.

Tax Maintenance File
One of the two supplied tax files. A Tax Maintenance File is a file issued in conjunction with a Tax Update Bulletin (TUB). It contains all the tax specifications that are being updated in the bulletin, in the form of tax specification transactions. These transactions are typically used as input to the batch maintenance run in which tax updates are applied.

Tax specification
Each tax authority publishes tax specification information that specifies how each tax must be administered. This information specifies how employers should calculate taxes and how taxes should be withheld from employees (if withholding applies). The tax specifications can be in the form of tax formulas and (or) tax tables.

Tax Specification record
A record on your Employee Database that contains the tax specifications for a tax. The record contains all the information, as obtained from the governmental authority, needed to calculate tax amounts for the tax. The record may contain more than one tax; for example, US state Tax Specification records contain information for both state income tax and state unemployment insurance. Once a Tax Specification record is activated, tax specification information from the supplied tax files can be loaded onto the record on your Employee Database.

Tax table
A set of information required to calculate a tax, for a specific set of employee parameters. Tax tables are stored and maintained in Tax Specification records. A table typically includes wage and bracket information and data relating to allowances, such as personal exemptions and to standard deductions. There can be several tables relating to marital and resident status in a given Tax Specification record.

Tax type
Income tax, unemployment insurance (including special assessments), and disability insurance are examples of tax types. At the federal level, there are also entitlement taxes: Social Security (FICA-OASDI) and Medicare (FICA-HI). The types of taxes to collect and the methods of collecting them vary by tax authority.

Taxability
The term refers to whether an hours, earnings, and deductions amount is to be included in taxable wages to be accumulated for a specific tax. If the hours, earnings, and deductions amount is excludable, then the amount is not included in taxable wages. If the hours, earnings, and deductions amount is taxable, then the amount is included in taxable wages. The term fully excludable or fully taxable implies that more than one type of tax is being referenced, for example, state

income tax and state unemployment insurance in the US.

Taxable wage base

The taxable wage base represents the maximum amount of an employee's wages on which tax is levied and after which there is no liability. A wage base in the US typically is in effect for FICA, unemployment taxes, and disability.

Tax-related Regulatory Bulletin

A regulatory bulletin contains the updates to tax specifications, consisting of a bulletin document and a tax file that contains the updated tax specifications.

TDR

Table Definition Record.

Template

A basis from which to create a custom item. For example, you can use an existing report as a template for your custom report.

Temporary password

A set of alphanumeric characters used with a user ID to limit access to a software application. The system requires that users replace their temporary password with a user-defined password within a certain number of days.

Termination

The activity of an employee no longer being employed by the organization.

Test environment

A separate organization or system partition used only for testing.

Text box

A control on the interface in which text can be entered and edited (formerly known as a field).

Text qualifier

The character surrounding an item between delimiters. All values between the qualifier are data items and are not scanned for a delimiter. This allows a delimiter character, such as a comma, to be a valid data item. Example:

"item 1","item 2","item 3, 4 and 5"

This string contains three data items:

Item 1

Item 2

Item 3, 4 and 5

Although the third item contains a comma, it is ignored as a delimiter because it is between the text qualifier of speech/quotation marks (").

Third Party Administator

An organization outside of a company that administers employee benefit plans on the company's behalf.

TIB-4

Technical Information Bulletin (Social Security Administration Publication 42-007). Also used to refer to the specifications and instructions for reporting to participating states through magnetic media.

Time entry

The form in which you enter the hours worked for an employee. This was formerly known as a Time Card.

Time entry extract file

A file of time entries external to Time and Attendance Administration that is used to feed to payroll.

Time entry validation

The Time Entry Validation/Creation program identifies and assigns an activity, for example Clock In (1), to each clock transaction (ring) when performing the validation function. Each clock transaction must be assigned to an activity, in order for time entry hours to be calculated for an employee, for a particular shift. This program validates clock transactions (rings) and generates time entries.

Timeout

The period of time that elapses before a user's eCyborg Interactive Workforce account becomes invalid because of inactivity.

TLCN

Tape Library Control Number - a government-provided control number.

ToolTip

Text that displays under a tool to describe its function when the mouse is held over the tool.

Top-down appraisal
Appraisal made by a supervisor or manager of an employee's capabilities. Such an appraisal is generally based on the supervisor's or manager's day-to-day observation of an employee's work performance and will usually include an appraisal interview with the employee.

TPA
Acronym for ***Third Party Administrator*** (see "Third Party Administator" on page 160).

Track
One of the concentric magnetic rings that form separate data storage areas on an electronic medium.

Trading Partner
A Covered Entity with whom another Covered Entity transmits health information electronically through the use of an Electronic Data Interface. Trading partners must create an agreement as to the specific information that will be passed during their transactions. The Electronic Data Interface is standardized by the provisions set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Also referred to as Business Partner.

Trainer
Trainers are set up on the Provider Index Form. They are instructional institutions, organizations or persons who are available to teach a training class.

Trainer code
The trainer code is a four-character value that represents a trainer. This value resides in Option List TR38.

Training area
The training area is recorded on the Class Schedule Form. It is typically defined as the section of the organization to which the training applies, such as manufacturing.

Training class results
These are the class details and absence information recorded on the Process Class Results form. Details recorded include the objectives met when taking a training class.

Training class status
The status value is updated and displayed on the Class Schedule Form. It tracks whether the training class is cancelled, full or available.

Training course code
The training course code is a six-character value that represents a training course. This value resides in Option List TR33 and is associated with a course title.

Training plan
A plan of training courses that an employee will attend in the future to achieve the necessary skills to perform a job.

Training reason
The reason for training is used to identify why a training request has been made. For example, the purpose of the training to act as a refresher, to acquire new skills, and so forth.

Training request
A training request is a request for an employee to attend a specific course or class. A formal request for training is not essential. This step could be omitted and the employee could be registered directly in the course of his or her choice.

Transaction Set
Refers to HIPAA 834 (Benefit Enrollment and Maintenance) and 820 (Group Premium Payment for Insurance Products) transmissions meaning the smallest meaningful set of information exchanged between ***trading partners*** (see "Trading Partner" on page 161). The transaction set consists of a transaction header segment, one or more data segments in a specified order, and a transaction trailer segment.

Transfer
Process of moving an employee from one organization to another organization, such as moving an applicant from the applicant organization to the active employee organization.

Alternative definitions:

1. To move data or files from one computer to another
2. Electronic Funds Transfer or direct deposit

3. Allows employees to authorize the organization they work for to automatically deposit all or part of net pay into one or more bank accounts.

Trend analysis

Reporting or statistics that indicate the rate of change in costs and other elements of a benefits plan.

Trigger

A set of conditions that must occur for an email or letter communication event to start. This can involve the creation, deletion, or modification of forms or checklists within the system.

Tuition reimbursement

Remuneration made to employees for tuition expenses.

Type of training request

The type of training request indicated whether the employee was required to attend the training or whether he or she asked to attend the training.

UI

Unemployment Insurance.

UI Number

Unemployment Insurance Number (or SUI number, State Unemployment Insurance number); required by all states.

Unauthorized absence

Absences that are generally not considered paid time away from regularly scheduled work.

Underlined text

In browser applications, text that provides a link to another screen or page.

Unemployment insurance tax

A tax required by some US states to be funded by employee-paid contributions to pay all or part of the cost of unemployment insurance coverage. On Payroll Administration, state unemployment insurance tax records are established as Type 2 taxes.

Unpaid absence

Employee absence that will not be paid by the organization. A time entry will not be created for this absence.

Upward appraisal

Appraisal that calls for evaluations by those who work under the direction of the employee being evaluated.

URL

Acronym for uniform resource locator. A standard way of specifying the location of an object, typically a web page, on the Internet. URLs are the form of address used on the World-Wide Web. They are used in HTML documents to specify the target of a hyperlink that is often another HTML document (possibly stored on another computer).

User class

Cognos Impromptu assigns security according to configured user profiles. These security profiles are configured by your Impromptu administrator.

User code

A set of characters (up to eighteen alphanumeric characters) that, along with the password, identify the user to the system as a valid user when they log on.

The user code is case-sensitive (upper case, lower case) and must be entered using the correct case.

User defined password

A set of alphanumeric characters created by users that allows them to view and update information in a software application.

User ID

A set of characters that identify you to the software application. The application contains a list of authorized users by user ID. When you attempt to log on, the system checks the list of authorized users to determine whether you have authority to use the application.

User profile

Used for security purposes to determine what you can and cannot do while you are using the system, and which parts of the system you can access. A user profile is created and maintained for you by a Security Officer. Each user of the system will have a user profile.

Vacancy

An open position that needs to be filled, or an unfilled complement position

Vacation days
The time off that an employee is entitled to as a result of an employment contract or due to length of service.

Validation
The process where the Time Entry Validation program identifies and assigns an activity to a clock transaction (ring) when performing the validation function.

Variant forms
Method of displaying country-specific variation of delivered forms.

Waive
The act of choosing not to enroll in an optional benefits plan.

Warning
An employee’s schedule warning times.

Warning time
Used to set a period of time after which an employee will appear on the exception report for a particular activity. A Warning condition will allow the creation of a time entry. A Reject condition will not. This is part of the Time and Attendance Administration.

Welfare benefit plan group
First level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare benefit plan subgroup
Second level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare plan
Any insurance or other benefit plan that provides immediate benefits to a participant—for example, medical insurance.

What-if mode
Method for processing a report that allows viewing of information without updating of employee records.

Window
A standard Windows object that displays information. A window is a separately controllable area of the form that typically has a rectangular border.

Wizard
A form if user assistance that automates a task through a dialog with the user.

Work area
The Solution Series screen. It includes the menus, toolbars, Navigator, forms area, message area, and status bar.

Work instructions
Specific tasks to be completed during the migration of data and files from test to production.

Work restrictions
Restrictions that prevent an employee from participating in specific workplace functions.

Worker's compensation
Legislation in the US that provides compensation to employees who suffer work-related injuries.

Workforce competency
The capacity of the overall workforce to perform required functions and sets of activities.

XHTML
Extensible HyperText Markup Language, used by the help pages for eCyborg.

XML
Extensible Mark-up Language is a language for documents containing structured information.

XML Schema Definition Language
A language for describing and constraining the content of XML documents.

XSLT
Extensible Stylesheet Language Transformations. A language for transforming XML documents into other XML documents.

Year End Master File
P20OUT file from the final payroll run of the year

Index

C

D

E

F

Q

R

S

T

X

Y

Hewitt

Installing Distributed Administration 5.2

Document Issue: 1.0

Document Issue Status:	First Release
Document Issue Level:	1.0
Document Issue Date:	8 February 2006
Software Version:	5.2

Contents

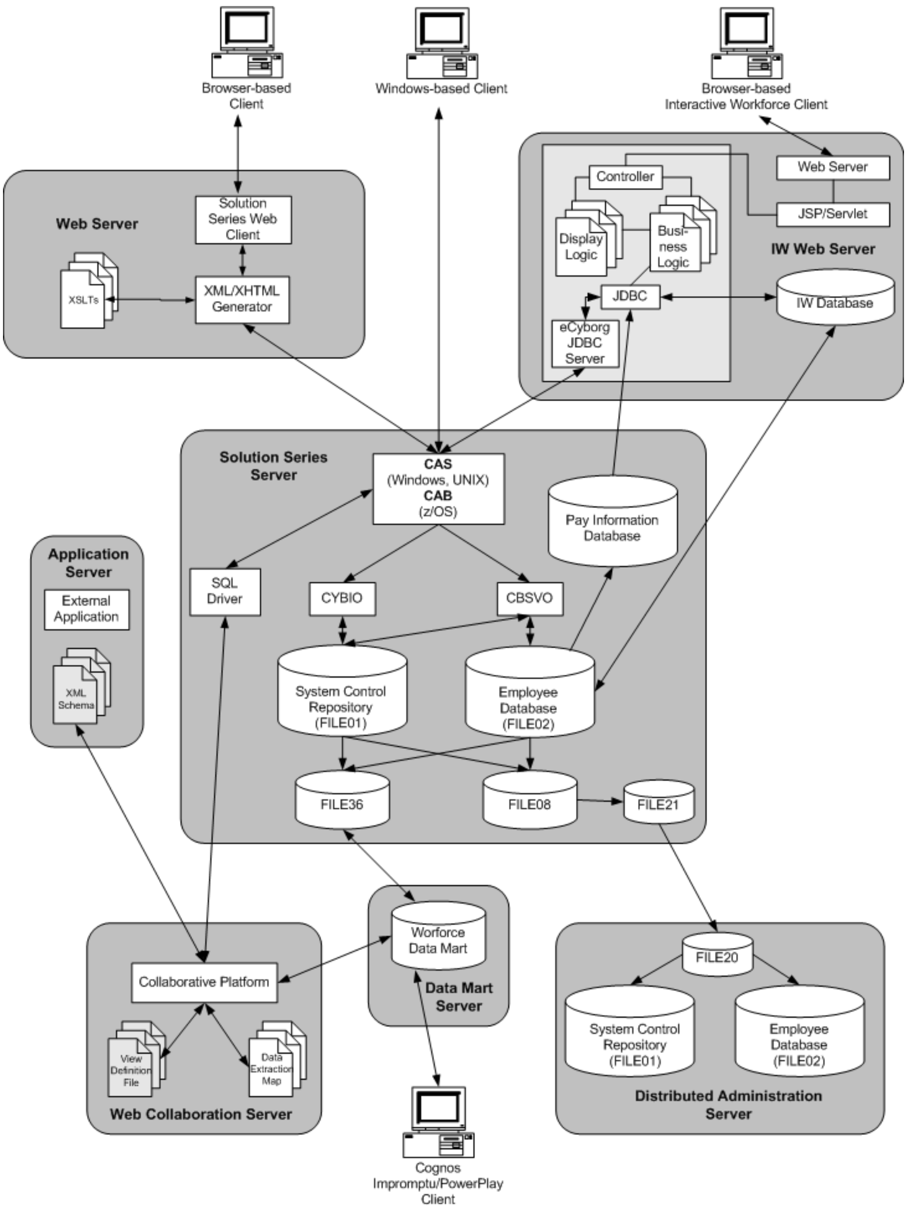
CHAPTER 1

Introduction

Installation overview

When installing Distributed Administration, you will be placing files on your Solution Series server. Once the files are installed, you will need to configure Distributed Administration. This activity is covered in detail in the Using Distributed Administration documentation.

Complete Product Installation Overview



CHAPTER 2

Installing Distributed Administration

In This Chapter

Introduction

This chapter provides detailed instructions for installing Distributed Administration on all supported platforms. The instructions in this section presume you have installed a 'vanilla' (as delivered, non modified) version of The Solution Series.

Phase 1: Prepare for installation

This phase covers the following areas:

- Prerequisites
- Deliverables

Prerequisites

The software and hardware prerequisites for installing our products vary depending on your platform and the modules you purchased. Some third-party software must be purchased and installed before installing our products. To review hardware and software prerequisites for installing our products, follow these steps:

1. **Access the Hewitt Cyborg home page**
   In the Address area at the top of your browser, type www.hewitt.com/cyborg and then press Enter.
2. **Access the Customer Center**
   At the top of the home page click Customer Center Login.
3. **Log in to the Customer Center**
   Click LOG IN, enter your User name and Password, and then either click OK or press Enter.
4. **Select Product Updates**
   On the left pane of the page, click Product Updates.
5. **Select prerequisites for the Product/Version**
   On the right side of the pane, click the product/version you want to view and their prerequisites.

Deliverables

The following is included:

1	CD-ROM labeled 'Distributed Administration 5.2'
1	Installing Distributed Administration 5.2 (this guide)

Phase 2: Installing Distributed Administration

This phase covers the following areas:

- Load the programs on a PC
- Move the files from the PC to the server
- Install Distributed Administration files

Load the programs on a PC

Insert the installation CD into the CD-ROM drive, and the installation Web page automatically appears. From this page, click on the following:

```
Install Distributed Administration
```

Follow the installation prompts. The following table tells you what information the installation program will require. If you need anything other than the defaults, use the information in the 'Select the following…' column.

Prompt	Options/Defaults	Select the following…
Destination Folder	C:\Hewitt\Cyborg52\Distrib	use default, or… Other:
Setup Type	*Compact (default) *Custom	

The installation program will prompt you when it is complete.

Move files from the PC to the server (Windows server)

Copy files to correct The Solution Series directories on server

If you look in the directory where the files have been installed, you will find the following directory:

\NT

Under the \NT directory, you will find the following subdirectories:

- \Data
- \Scripts

Copy the contents of those subdirectories into the corresponding subdirectories of The Solution Series environment.

Move files from the PC to the server (UNIX and z/OS)

1. Edit FTP script for the correct server name or IP Address

Script Used: jftp

Before running this script, you must edit it to use the correct server name or IP Address of the machine where The Solution Series is installed. Open the script in a text editor and add the server name or IP Address to the following line:

```
SET FTPTOSYS=
```

2. Edit FTP script for the correct platform

Script Used: jftp

Before running this script,you must edit it to use the proper ftp commands script. Open the script in a text editor and add one of the following filenames, depending on which platform you are installing:

- **z/OS filename:** ftpcmds_ds.os2
- **z/OS relational for DB2:** ftpcmds_db2_ds.os2
- **UNIX filename:** ftpcmds_ds.unx

Add the correct ftp command filename to the following line in the jftp script:

```
SET FTPCMDS=
```

Save the changes once complete.

3. Download the files

Script Used: jftp

At the command prompt, run the edited jftp script. When entering the command to execute this script, the format should be:

```
scriptname username
```

You will be prompted for the password. Review the ftpupload.log, located in the same directory as the install files, for error messages.

You should see 'Job completed'.

Install Distributed Administration files

1. Apply The Solution Series changes

Check for, download, and MAINTI any program temporary fixes affecting Distributed Administration from CUBBS.

☞ *Refer to Accessing CUBBS in the knowledgebase or the Technical Administration guide for detailed instructions for logging onto CUBBS.*

2. Extract, compile, and link Distributed Administration programs

Scripts Used: **JXDSPACK**
JXDSTRIB
JXDSRECV

These scripts use the delivered library file (DSCYBMST) and P9CNVT to extract, compile, and link Distributed Administration programs (DSPACK, DSTRIB, and DSRECV).

Refer to the delivered scripts for any overrides that may be necessary.

3. Allocate files (z/OS only)

The following demonstrates the characteristics of FILE20:

```
Data Set Name  . . . : CYBORG.FILE20

General Data                          Current Allocation
 Volume serial . . . : TSO30A          Allocated cylinders : 4
 Device type . . . . : 3390            Allocated extents . : 1
 Organization  . . . : PS
 Record format . . . : VB
 Record length . . . : 640
 Block size  . . . . : 27998          Current Utilization
 1st extent cylinders: 4               Used cylinders  . . : 1
 Secondary cylinders : 5               Used extents  . . . : 1

 Creation date . . . : 2001/05/17
 Referenced date . . : 2001/05/17
 Expiration date . . : ***None***
```

The following example demonstrates the characteristics of the FILE21:

```
Data Set Name  . . . : CYBORG.FILE21

General Data                          Current Allocation
 Volume serial . . . : TSO30A          Allocated cylinders : 4
 Device type . . . . : 3390            Allocated extents . : 1
 Organization  . . . : PS
 Record format . . . : V
 Record length . . . : 850
 Block size  . . . . : 854            Current Utilization
 1st extent cylinders: 4               Used cylinders  . . : 1
 Secondary cylinders : 5               Used extents  . . . : 1

 Creation date . . . : 2001/04/25
 Referenced date . . : 2001/05/17
 Expiration date . . : ***None***
```

4. Review scripts to remove remarks from FILE08 references (z/OS only)

Note: Windows and UNIX installations may skip this step.

For z/OS installations of The Solution Series, any scripts that reference CBSVB will also have lines of code referencing FILE08. As delivered, these lines referring to FILE08 are remarked out with an asterisk. To integrate these scripts with Distributed Administration, you must edit each one to remove the remark (*) from the beginning of the line.

APPENDIX A

Delivered scripts

In This Appendix

Introduction

This appendix provides lists, by platform, of the delivered scripts used to install Distributed Administration.

Common

dscybmst

ftpcmds_da.as4

ftpcmds_da.unx

jftp.bat

UNIX

Data

dspack.04

dsrecv.04

dstrib.04

Scripts

jdsaply

jdscr08

jdspack

jdsrecv

jdsrset

jdstrib

jsuset

jxdspack

jxdsrecv

jxdstrib

Windows

Data

Dscybmst

Dscybmst_BACKUP

dspack.04

dsrecv.04

dstrib.04

Scripts

jdsaply.bat

jdscr08.bat

jdspack.bat

jdsrecv.bat

jdsrset.bat

jdstrib.bat

jdsuset.bat

jxdspack.bat

jxdsrecv.bat

jxdstrib.bat

z/OS

Data

File20.dmy

File21.dmy

Scripts

jdeldef8

jdsaply

jdscr08

jdspack

jdsrecv

jdsrset

jdstrib

jdsuset

jxdspack

jxdsrecv

jxdstrib

DB2

jdsaply

jdscr08

jdsrset

jdsuset

APPENDIX B

Machine Parameters

In This Appendix

Introduction

This appendix provides detailed machine parameter information for Distributed Administration programs. These machine parameters are to be used along with the delivered library file (DSCYBMST) to extract, compile, and link Distributed Administration executables (DSTRIB, DSRECV, and DSPACK).

UNIX and Windows Platforms Using Microfocus Compiler (with or without relational database)

```
         1    1    2    2    3    3    4    4    5
1...5....0....5....0....5....0....5....0....5....0
DSTRIB      |ISEV@C              MICRO-FOCUS.
   ** C.DSTRIB
   999999
DSRECV      |ISEV@C              MICRO-FOCUS.
   ** C.DSRECV
   999999
DSPACK      |ISEV@C              MICRO-FOCUS.
   ** C.DSPACK
   999999
```

IBM Mainframe Platforms (with or without relational database)

```
         1    1    2    2    3    3    4    4    5
1...5....0....5....0....5....0....5....0....5....0
DSTRIB      OPCY                 IBM-370.
   ** C.DSTRIB
   999999
DSRECV      OPCY                 IBM-370.
   ** C.DSRECV
   999999
DSPACK      OPCY                 IBM-370.
   ** C.DSPACK
   999999
```